



CUYAHOGA COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES' MEETING

Tuesday, February 26th, 2019 / 6:00 p.m.

Administrative Offices / 2111 Snow Road, Parma

cuyahogalibrary.org

**CUYAHOGA COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING AGENDA
26 February 2019
ADMINISTRATIVE BUILDING AUDITORIUM
6:00 p.m.**

TOPIC	TAB#	PAGE#	MOTION
1. Call to Order: Patricia Shlonsky, President			ROLL-CALL
2. Approval of Minutes: January 22, 2019 Board Meeting	1	1-8	ACTION
3. Retiree Recognition	1	9-10	INFORMATION
4. Public Comment			INFORMATION
5. Report of the Board President			INFORMATION
6. Report of the Executive Director <ul style="list-style-type: none"> Hallie Rich, Communications & External Relations Director – Development Update 	2	11-19	INFORMATION
7. Human Resources Report	3	20-26	ACTION
8. Finance Committee Report: <ul style="list-style-type: none"> Financial Statement Review – Fiscal 2019 – January Investments: Fiscal 2019 – January Purchase Approval List Gift Report 	4	27 28-32 33 34 35	INFORMATION ROLL-CALL ACTION ACTION
9. New Business <ul style="list-style-type: none"> Permanent Annual Appropriations Resolution Resolution Authorizing The Library To Advertise For Bids For The Restroom Renovation Project For Chagrin Falls, Beachwood, Southeast And Solon Branches Resolution to Sponsor a “Food 4 Fines” Drive, March 1-31, 2019 Executive Session <ul style="list-style-type: none"> Certain Personnel Matters Pertaining to the Executive Director 	5	36-39 40 41	ROLL-CALL ACTION ACTION ROLL-CALL
10. Reconvene from Executive Session			ROLL-CALL
11. Adjourn			ACTION

**CUYAHOGA COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES
22 January 2019**

The January 22, 2018 meeting of the Cuyahoga County Public Library Board of Trustees was held at the Cuyahoga County Public Library Administration Building Auditorium, 2111 Snow Road, Parma, Ohio. With a quorum of six (6) Board members present, President Shlonsky called the meeting to order at 6:00 p.m.

Roll-Call: **Present:** Dean E. DePiero; Elizabeth M. Hjar; William J. Leonard; Patricia A. Shlonsky; Maria L. Spangler; Robert W. Varley – **6**.

Absent: Edward H. Blakemore – **1**.

Also present: Executive Director Sari Feldman; Deputy Director Tracy Strobel; Operations Director and Fiscal Officer Scott Morgan; Communications and External Relations Director Hallie Rich; Human Resources Director George Sample; Literacy and Learning Division Director Pam Jankowski; Branch Services Director - East Enda Bracken; Branch Services Director - West Caroline Vicchiarelli; IT Director Jim Haprian; Technical Services Director Daniel Barden; Assistant Development Director Meghann Marnecheck; and other interested observers.

Election of Officers

President Shlonsky stated on behalf of the Nominating Committee, Trustee Varley presented a slate of officers for 2019. The slate was also shared with the trustees at the December 2018 Board Meeting. President Shlonsky asked if there were other nominations from the floor. Seeing none, President Shlonsky asked for a motion to approve the slate of officers as follows:

President:	Patricia A. Shlonsky
Vice President:	William J. Leonard
Secretary:	Elizabeth M. Hjar

01-01/2019

Trustee Varley moved approval, seconded by Trustee Spangler. Seeing no discussion or other nominations from the floor, the above-listed slate of officers was approved as presented by unanimous vote of Board members present.

Resolution to Appoint Fiscal Officer & Deputy Fiscal Officer

President Shlonsky asked for a motion to approve the Resolution to appoint Scott A. Morgan as Fiscal Officer and Robert W. Dolan as Deputy Fiscal Officer for a one-year term beginning January 22, 2019.

02-01/2019

Trustee Leonard moved approval, seconded by Trustee Varley. Seeing no discussion, the resolution to appoint Scott A. Morgan Fiscal Officer and Robert W. Dolan Deputy Fiscal Officer was approved by unanimous vote of Board members present as stipulated above. **(See page 9)**

Oath of Office:

President Shlonsky administered the Oath of Office to Fiscal Officer Scott A. Morgan and to Deputy Fiscal Officer Robert W. Dolan as required by ORC Section 3375.32. **(See pages 10-11)**

Approval of Minutes:

President Shlonsky asked for a motion to approve the minutes of the December 18, 2018 Board meeting that were sent to the Board members in advance of this meeting.

03-01/2019

Trustee Leonard moved to approve the minutes, seconded by Trustee Varley. Seeing no corrections, omissions or additions, the minutes of the December 18, 2018 Board Meeting were approved by unanimous vote of the Board members present.

Retiree Recognition:

President Shlonsky recognized and thanked Nancy Buettner, Nancy Wolfinger and Paula Seals for their many years of service to Cuyahoga County Public Library (CCPL) and wished them the best on their retirement. None were present at the meeting. **(See pages 12-14)**

Public Comment:

There was no public comment.

Report of the Board President:

President Shlonsky wished everyone a happy new year. She commented she is amazed at what the library has accomplished in 2018. The library is truly unique, and it has something to offer everyone in the community at every stage of life. She commented there is no other institution in our community that is holistic in its approach to improve and advance lives. She thanked the Board of Trustees, Executive Director Feldman and staff for everything you have done, and she is excited about 2019.

Report of the Executive Director:

Executive Director Feldman thanked President Shlonsky for her kind words. She mentioned CCPL's staff development day is scheduled in May and extended the invitation to the Board members.

Executive Director Feldman wished everyone a happy new year. She congratulated the officers for another term.

Executive Director Feldman mentioned we received a resolution from State Senator Sandra Williams, congratulating us on being named once again a "five star" system by *Library Journal*.

Executive Director Feldman mentioned the Ohio Public Library Information Network (OPLIN) will be upgrading our current 1-gigabit connection that goes from here to Columbus to a 2-gigabit connection. Only the largest library systems in the State of Ohio will get this upgrade and it will allow us to continue to offer all of the digital connection that we need for our services.

Executive Director Feldman acknowledged Director Jankowski has been appointed to the Cuyahoga County Public Workforce Board and she will represent CCPL.

Executive Director Feldman mentioned we will be giving the KeyBank grant to our second entrepreneur tomorrow and our Media Services Department created a video of this year's recipient Candence Caprice a fashion designer. Last year the entrepreneurship award of \$5,000 went to Jackie Achadu, Owner, Hunny Bunny's Confections. The video was shown.

Executive Director Feldman commented it is always good to recognize the outcomes of the programs that we do. We are very fortunate to have supporters like KeyBank to help us offer these programs in the community and how responsive our community is to utilize the programs we offer.

Executive Director Feldman stated Deputy Director Strobel will present on how CCPL is deepening our engagement with customers. Looking at the data we are seeing the overall customer visits changing and Deputy Director Strobel will put that in perspective for the Board.

Deputy Director Strobel thanked the Board for the opportunity to present the trends we see in library visits at CCPL and library systems across the nation. She stated there are three primary customer visit drivers: 1) to borrow materials; 2) to attend programs; and 3) to use our technology.

1. We have seen significant changes in borrowing materials over the past few years. The growth in digital circulation is up over 12% from 2017 and 153% since 2014. Other streaming resources like Hoopla for music and Kanopy for movies have also seen double digit growth. There is a decrease in circulation of physical materials by 10%. The growth in digital content circulation has affected their physical circulation and with the convenience of online streaming and downloads, customers do not have to visit a branch to access material from our collection. We surveyed customers in 2016 and 12% said “picking up materials” was the reason they visited the library, this was down from 30% in 2012. The number of holds dropped 29% in the last five years. This means there are fewer customers coming into the branch to pick up items, therefore fewer customer visits.
2. We made a shift in the goals and types of programs we offer which has affected overall branch visit statistics. Three years ago, we asked CCPL branches and our Literacy and Learning Division department to prioritize impact over output. Our library programs emphasize learning and growth. This important shift to programmatic impact means that we have fewer seats in a class, which affects customer visits.
3. In our 2016 survey data users said they come less to the library because of the increased access to technology. Over the past five years, we have seen a 24% drop in public computer usage. While some of that is counterbalanced by tremendous growth in Wi-Fi use in the branches, better access to technology at home and work means that some customers are less likely to visit the library.

Deputy Director Strobel mentioned besides the three primary drivers for a decline in customer visit there are two others that have an impact: 1) door counters; and 2) population.

1. Door counters across CCPL system were replaced in February of last year. Prior to that, we had a variety of different types of counters which all required human intervention in the recording of door counter statistics. Door counters count people coming and people leaving. The old counters required staff to check the counters daily, divide the count in two and then manually enter that number into an online form. The new counters automatically divide the number and submit it to a central database.

The new door counters have given us some excellent insights. A spot check of visit statistics in three of our branches shows positive trends. On school days from 3pm to 4pm the North Olmsted Branch welcomes on average 300 people, most are students from the new school across the street. On school days in Warrensville Heights Branch, an average 525 visitors come through our doors between 3pm and 8pm. And it's rare for the Parma-Snow Branch to see less than 100 visitors before 10am.

2. According to the US Census, Cuyahoga County experienced the third largest population dip in the country between 2016 and 2017. Only six of our forty-seven communities have experienced any growth in population since 2010.

At the national level, we're following a relatively standard trend in customer visits. While broad 2018 data is not yet available, we reached out to a close peer library Multnomah County in Portland, Oregon. In 2018 they had 3.7 million visits (in a population of 800,000 compared to our 609,000), which was a decline of 14% over 2017.

Deputy Director Strobel stated the investments we've made in our buildings are responsive to the shifts in customer behavior that we're seeing today, and our spaces are designed to accommodate the macro-trends that successful businesses have identified such as:

- Remote working
- Experience-based programs and services
- Growing social capital and reducing isolation

Deputy Director Strobel stated customer visits will be a primary focus for CCPL in 2019. The goals of our public education campaign this year are tied to growth in visits. Our programming strategy will center on bringing customers into the branches for engaging and meaningful experiences. And finally, our new Engage Every Customer initiative emphasizes creating relationships and building community so that every customer becomes a frequent visitor.

Report of the CCPL Foundation Board Liaison

Director Rich stated in Trustee Blakemore's absence she does not have a report this month.

Human Resources Report:

Human Resources Director Sample referred the Board to the report provided.

04-01/2019

Trustee DePiero moved approval, seconded by Trustee Spangler. Seeing no discussion, the Human Resources Report dated January 22, 2019, was approved as presented by unanimous vote of the Board members present. **(See pages 15-20)**

Finance Committee Report:

Finance Committee Chair Leonard reminded us that the Finance Committee met prior to the Board meeting, and Director Morgan gave an in-depth review of the financials.

Director Morgan gave highlights from the Finance report. He stated in general property taxes we exceeded our original budget by \$707,869.90. The final amount received was \$42,752,869.90.

Director Morgan stated in the Public Library Fund (PLF) the final amount received was \$20,769,026.45 and this exceeded our original budget by \$781,590.41. This amount and the overage amount in general property taxes will be carried into 2019 to fund several large projects in facilities.

Director Morgan stated patron fines and fees exceeded our original budget. The amount received was \$1,356,592.28. This amount exceeded our original budget by \$6,592.28. Our fines and fees revenue were down from last year, but the increase in passport fees helped to cover the decline in fines and fees.

Director Morgan stated the percentage increase for interest rates exceeded our original budget due to rising interest rates throughout 2018.

Director Morgan stated our sales of resale supplies of bus passes and stamps did very well. The original budget was exceeded by \$17,791.94 for those accounts.

Director Morgan stated in general expenditures, salaries and benefits, supplies, library materials and capital all came in under the original budget for the year.

Director Morgan stated that for purchased and contracted services, we had to transfer additional dollars to the original budget to close out the year.

Director Morgan stated they closed out all the standing orders and blanket purchase orders. The closing of those purchase orders along with the increases in general property taxes and PLF gave us a carryover of \$1,851,996.98 for 2019 general fund. Those dollars are earmarked for some expensive capital projects and those dollars will be taken out of the general fund and we will not need to use the capital fund. Most of those dollars will be used for the Maple Heights Branch project to completely replace the HVAC system. The estimated cost is \$1.5 million. All of this will be illustrated in the permanent budget in February. **(See under FINANCE)**

Investments - December

Director Morgan stated we reinvested the proceeds from a CD that matured at TriState Bank with another CDARS for six months with a purchase yield of 1.59%. We kept the maturity short should there be a rise in interest rates we can take advantage. There were no other investments for the month.

Director Morgan stated there were three transfers. We needed to make three advances to the special revenue funds. Those advances will be paid back in 2019.

Project Build	\$1,149.24
Hotspot Lending	\$19,434.00
Special School Programming	\$4,500.82

Director Morgan stated we also needed to make three transfers for the month to close out the year.

Adult Education Services Aspire	\$142,800.00
Pollinator Garden	\$2,500.00
Unclaimed Funds	\$784.21

(See under FINANCE)

05-01/2019

Trustee DePiero moved approval, seconded by Trustee Varley. Seeing no additional discussion, the Investment Report Fiscal 2018 – December listing all Money Market Funds, Star Ohio Accounts, U.S. Treasury Investments, Certificates of Deposit and Agency Securities was approved as presented by roll-call vote.

(See Under FINANCE)

Roll-Call: **Yea:** Dean E. DePiero; Elizabeth M. Hjar; William J. Leonard; Patricia A. Shlonsky; Maria L. Spangler; Robert W. Varley; – **6**.

Nea: – **0**.

Purchase Approval List

Director Morgan stated that the Purchase Approval List (PAL) was reviewed in depth at the Finance Committee Meeting.

Director Morgan highlighted Items # 1, 6 and 7. He stated Item #1 is an encumbrance increase for the A/V system at the Brecksville Branch. This project is funded by a bequest and to complete, we are asking for an additional \$2,300. Items #6 & #7 are to replace a total of three vehicles; two vehicles for ITD staff and one vehicle for facilities. Director Morgan stated we try and replace three vehicles a year and these three vehicles are the oldest.

06-01/2019

Trustee Leonard moved approval of Purchase Approval List, seconded by Trustee DePiero. Seeing no additional discussion, the Purchase Approval List dated January 22, 2019, was approved as presented by unanimous vote of the Board members present. **(See pages 21-22)**

Gift Report

Director Morgan stated the report includes Friends Groups gifts for branch programming and other larger gifts for the month of December.

07-01/2019

Trustee DePiero moved approval, seconded by Trustee Spangler. The gift report was approved by unanimous vote of the Board members present. [\(See page 23\)](#)

- **Resolution to Amend Official Certificate of Estimated Resources and Amend Appropriations**

Director Morgan stated to close out 2018 we had to make an adjustment in estimated resources in the special revenue fund for MyCom in the amount of \$288.92.

08-01/2019

Trustee DePiero moved approval, seconded by Trustee Leonard. Seeing no additional discussion, the Resolution to Amend Official Certificate of Estimated Resources and Amend Appropriations was approved by unanimous vote of the Board members present. [\(See page 24\)](#)

Roll-Call:

Yea: Dean E. DePiero; Elizabeth M. Hjar; William J. Leonard; Patricia A. Shlonsky; Maria L. Spangler; Robert W. Varley; – 6.

Nea: – 0.

- **Resolution Authorizing the Library to Enter into an Agreement with HBM Architects for Design Services in connection with the new Construction of the Bay Village Branch Library located in the City of Bay Village**

Director Morgan stated this resolution is authorizing us to enter into an agreement with HBM Architects for design services for Bay Village Branch. We brought a resolution last year with three design firms and we were successful in reaching an agreement with HBM Architects and the amount is not to exceed \$612,000.00.

09-01/2019

Trustee Varley moved approval, seconded by Trustee Leonard. Seeing no additional discussion, Resolution Authorizing the Library to Enter into an Agreement with HBM Architects for Design Services in connection with the new Construction of the Bay Village Branch Library located in the City of Bay Village was approved by unanimous vote of the Board members present. [\(See pages 25-53\)](#)

- **Cuyahoga County Public Library Credit Card Policy**

Director Morgan stated this is for the approval of the new credit card policy for CCPL. The State Auditor's office asked the Legislature to adopt a new policy for local government using credit cards. We already had a policy in place and much of what is in this new policy was already included in our policy. There were two major changes: 1) CCPL have to list all individual positions that have credit cards and the credit limit and 2) appoint a Compliance Officer. We have appointed George Chromik, Finance Administrator Manager as our Compliance Officer and he will balance credit card statements each month.

10-01/2019

Trustee Leonard moved approval, seconded by Trustee Spangler. Seeing no additional discussion, Cuyahoga County Public Library Credit Card Policy was approved by unanimous vote of the Board members present. [\(See pages 54-58\)](#)

President Shlonsky asked for a motion to approve the appointment of George Chromik, Finance Administrator Manager as CCPL Compliance Officer.

11-01/2019

Trustee Leonard moved approval, seconded by Trustee Hjar. Seeing no additional discussion, George Chromik, Finance Administrator Manager appointment as CCPL Compliance Officer was approved by unanimous vote of the Board members present.

- **Resolution to Close the Independence Branch to Accommodate a Special City Event on July 3, 2019**

Director Morgan stated this resolution is asking permission to close the Independence Branch for a special city event on July 3, 2019.

12-01/2019

Trustee DePiero moved approval, seconded by Trustee Hjar. Seeing no additional discussion, Resolution seeking permission to close the Independence Branch to accommodate a Special City Event on July 3, 2019 was approved by unanimous vote of the Board members present. **(See page 59)**

Executive Session

President Shlonsky asked for a motion to recess the meeting for an Executive Session for the purpose of discussing certain personnel matters pertaining to the separation with an employee. President Shlonsky also stated that no Board action would be taken after the Executive Session.

13-01/2019

Upon motion of Trustee Leonard, seconded by Trustee DePiero, President Shlonsky's request to recess for an Executive Session was approved by roll-call vote at 6:42 p.m.

Roll-Call: **Yea:** Dean E. DePiero; Elizabeth M. Hjar; William J. Leonard; Patricia A. Shlonsky; Maria L. Spangler; Robert W. Varley; – **6.**

Nea: – **0.**

Executive Session

President Shlonsky asked for a motion to reconvene the Board meeting following the Executive Session.

14-01/2019

Upon motion of Trustee Spangler, seconded by Trustee Leonard the Board meeting reconvened by roll-call vote at 6:50 p.m.

Roll-Call: **Yea:** Dean E. DePiero; Elizabeth M. Hjar; William J. Leonard; Patricia A. Shlonsky; Maria L. Spangler; Robert W. Varley; – **6.**

Nea: – **0.**

Motion to Adjourn

Seeing no other business under consideration for vote, President Shlonsky asked for a motion to adjourn the meeting.

15-01/2019

Upon motion of Trustee Leonard, seconded by Trustee Spangler the January 22, 2019 meeting of the Cuyahoga County Public Library adjourned at 6:52 p.m.

Approved 26 February 2019

X_____

Patricia A. Shlonsky
President

X_____

Secretary

Resolution of Appreciation for Pam DeFino

- WHEREAS,*** Pam DeFino has served with great loyalty as an employee of Cuyahoga County Public Library since her hire on June 3, 1996, as a Public Service Assistant Substitute at the Fairview Park Branch; on March 1, 1999, she was promoted to a Public Service Librarian I; on November 15, 2004, she was promoted to the Regional Children's Service Manager; on December 27, 2008, she was promoted to Branch Manager at the Bay Village Branch; on March 19, 2012, she was reassigned to the Berea Branch as the Branch Manager, a position she held until her retirement on February 28, 2019; and,
- WHEREAS,*** she displayed great organizational skills, attention to detail, initiative and a strong work ethic. She was a team player who went out of her way to assist staff and her colleagues however possible. She worked tirelessly to promote the value of libraries and attended ALA and PLA to increase her own professional knowledge; and,
- WHEREAS,*** she used her talents to create original programs for customers of all ages, such as Between the (Book) Covers, Pick Your Poison, and Poison Pens; author events with Baldwin Wallace College; the Berea Branch's first ever Author Crawl, a progressive mystery dinner with authors and local restaurants; a cookbook discussion; and Storybook Adventure, a program for little customers held in the Berea city park with staff in costume. She was a founding moderator of the Night Owls online book discussion and participated almost every Thursday evening for six years; and,
- WHEREAS,*** she maintained a wonderful sense of humor, consistently displayed high energy and enthusiasm, and served with great fairness and dedication.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees records its appreciation to Pam DeFino for all the years of service she has rendered to the Library and the public and extends to her all good wishes for a happy, healthy, and rewarding life.

Patricia A. Shlonsky, President
Board of Trustees
Cuyahoga County Public Library
Date: February 26, 2019

Resolution of Appreciation for Deborah Todd

- WHEREAS,*** Deborah Todd has served with great loyalty as an employee of Cuyahoga County Public Library since her hire on September 27, 1993, as a Public Service Librarian I at the Warrensville Heights Branch; on June 5, 1995, she was promoted to a Public Service Librarian II at the South Euclid-Lyndhurst Branch; on September 3, 2002, she was promoted to the Regional Children’s Service Manager at the Mayfield Branch; her job title was later changed to Public Services Supervisor, a position she held until her retirement on February 28, 2019; and,
- WHEREAS,*** she always provided excellent customer service and would go out of her way to assist customers and colleagues. She knew generations of customers by name and often received compliments from parents for her willingness to go above and beyond when working with their children. Her warm and friendly personality made each customer – children and adults alike – feel welcome in the branch; and,
- WHEREAS,*** she was always well organized, made certain that everything was “ready to go,” used good judgement and modeled a strong work ethic. She was a team player who could be relied on to help guide and coach her colleagues when asked; and,
- WHEREAS,*** she maintained an upbeat attitude, was a support to her coworkers in times of need and always took pride in being part of CCPL.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees records its appreciation to Deborah Todd for all the years of service she has rendered to the Library and the public and extends to her all good wishes for a happy, healthy and rewarding life.

Patricia A. Shlonsky, President
Board of Trustees
Cuyahoga County Public Library
Date: February 26, 2019



EXECUTIVE DIRECTOR'S MESSAGE

Let's Make 2019 the Year of the Book

Even as the digital age has progressed, changing the way many people access information, surveys show that books and literacy remain closely associated with the library brand, and that reading services remain a major source of support and advocacy for libraries, as well as for the American Library Association (ALA). But as libraries continue to expand and transform in response to evolving community needs, I sometimes question whether the ALA is losing sight of just how central books and reading are to the work of libraries.

ALA must envision a more wide-reaching, visible national platform for our members' invaluable work promoting great books. The Notable Books lists have long been a resource for my own reading choices, and earlier in my career I relied on them for readers' advisory. Today, it feels like public libraries are increasingly focused on current best-sellers. And, as I have frequently bemoaned, readers' advisory is becoming a lost art.

Yes, there is still a RUSA CODES: Readers' Advisory Research and Trends Committee. But when I visit ALA Connect, I can find no discussion posts or shared files among the members, nor even a scheduled meeting at the upcoming ALA Midwinter conference. It troubles me that the Notable Books lists and the work of the ALA's readers' advisory committee are buried in a section within an ALA division.

When I see recent trends indicating a national resurgence of independent bookstores, I am thrilled to think of new homes for readers. But I also fear that libraries will lose ground if we don't compete better for readers' attention. So I am calling on ALA to explore ways to better support our book-related services, and to ensure that the next generation of readers' advisors will have a home in libraries.

When ALA introduced its successful Libraries Transform campaign in 2015, it was meant to build on our foundational principles. What's more foundational to libraries than books? If we envision 2019 as the year of the book, imagine the transformation we might lead.

- Excerpted from *Publishers Weekly*, January 18, 2019. Read the full article at <https://bit.ly/2U4j404>.

Regards,

Sari Feldman

Executive Director

MAKING A DIFFERENCE

A Parma Heights customer called branch manager Nick Cronin to compliment Patricia Hehir-Brewer for her assistance on Monday. She said that Patricia had gone above and beyond in helping her with an application for an out of state birth certificate. The customer said that she has almost no computer skills, but that Patricia had set her up with a guest pass and very patiently helped her navigate online while remaining very sensitive to the personal information she was required to enter. She summarized by saying that Patricia made a frustrating task much easier and that she was greatly appreciative of the time she spent with her. Finally, she commented that she often comes in to fax and copy and that everyone on the PAH staff has been really helpful any time she has questions or needs assistance.

Branch: Parma Heights

Submitted by: Nick Cronin

Recently, customer Peggy Ferguson called the Brecksville Branch to express her gratitude for the assistance she received in completing her online HEAP application. While reviewing the paper application, she noted that mail-in applications can take 12 – 16 weeks to process. She called the library to ask if she could receive assistance with the online application. After a lengthy phone conversation, she was assured that any of the floor staff could help her navigate the website and/or help her scan and upload required documents. When Peggy came in to the branch, Lynne White was able to help her create an email account, register a new account with the Ohio Development Services Agency, scan necessary documents separately, upload documents and help Peggy navigate the application without entering personal data. When Peggy was finished and ready to leave, she expressed gratitude to Lynne White with a big hug and told Lynne that she would never have been able to complete the online application without Lynne's help.

Branch: Brecksville

Submitted by: Melody Maryanski

SOCIAL MEDIA ENGAGEMENT

Facebook Fans: 28,873

Twitter Followers: 9,743

Instagram Followers: 2,674

I'm starting a huge photo organizing project and learning there is a free Memory Lab @CuyahogaLib is so cool!
@SharbOrganizing, January 25, 2019

At the risk of sounding ridiculous, I sometimes forget that writers are such wonderful storytellers in person, not just on the page. I so enjoyed @CuyahogaLib's #BigReadCLE event tonight with Claudia Rankine and @FakeDaveLucas.
@annsteinerphoto, January 23, 2019

I had already signed up to see @PeteButtigieg at the @CuyahogaLib next month. And now, he has announced he's forming an exploratory committee for 2020. I can't wait to hear him speak. Especially since he's an out gay man in politics.
@BobbyWithrowCLE, January 23, 2019

SYSTEM HIGHLIGHTS

On Thursday, January 17th, the South Euclid-Lyndhurst Branch hosted doctoral candidate Leslie Taylor while she defended her doctoral thesis in business administration. With staff assistance, Leslie used computer equipment to have a virtual meeting with the chair of her business administration program. Staff are excited to announce that Dr. Taylor was successful and was awarded her doctorate at the library. She credits the South Euclid-Lyndhurst Branch and the staff for helping her achieve this amazing milestone.

The Strongsville Branch held its fifth annual Building Competition on January 26th. This STEAM event saw students and families exhibit 29 original creations involving 165 participants. Prizes were supplied by the Friends of the Strongsville Branch. Creations ranged from a working lamp to a detailed diorama of Niagara Falls.

On Monday evenings in January, the Berea Branch held a three-part Spanish class taught by Professor Alia Almashni. The class was enthusiastically attended, with a combined attendance of 85, and very well received. Many customers asked the library staff to hold another session so they can continue learning.

**CUYAHOGA COUNTY PUBLIC LIBRARY
REPORT OF THE EXECUTIVE DIRECTOR
FEBRUARY 26, 2019**

ACTIVITIES OF THE EXECUTIVE DIRECTOR

January 23

- Vacation

January 24-28

- Attended 2019 American Library Association (ALA) Midwinter Conference, Seattle, WA

January 29

- Facilitated CCPL Foundation Board Meeting and attended Foundation and Operating Board reception, The Union Club

January 30

- Met with Steven Litt, Art and Architecture Critic, The Plain Dealer, with Hallie Rich, CCPL Communications & External Relations Director, CCPL South Euclid-Lyndhurst Branch

January 31

- Met with Former Representative Martin Sweeney
- Met with Micki Byrnes, President & General Manager, WKYC Media and Denise Reading, CEO, GetWorkerFit

February 1

- Met with CCPL Trustee Patricia Shlonsky

February 4

- Met with Timothy Green, DigitalC Board member, CCPL Garfield Heights Branch
- Met with Cyra Levenson, Deputy Director and Head of Public and Academic Engagement, Cleveland Museum of Art, CCPL Garfield Heights Branch

February 5

- Met with Former Representative Marlene Anielski
- Met with Steve Potash, President & CEO, OverDrive

February 6

- Speaking engagement for The Engaging Women's Club, The Union Club

February 7

- Met with Mark Swaim-Fox, Executive Director, Facing History and Jessica Bonanno, Development Director, Facing History with Bill Kelly, CCPL Adult Programming Manager
- Met with Joanna Connors, Reporter, The Plain Dealer

February 8

- Attended DigitalC Finance Committee Meeting

February 11

- Early Childhood Education Fund Partnership Council Meeting, with other Community Leaders, PNC

February 13

- Met with Earl Williams, Shaker Heights Councilman
- Attended DigitalC Board Meeting

February 14

- Met with Mayor Matthew Castelli, Middleburg Heights, with Tracy Strobel, CCPL Deputy Director and Holly Camino, Branch Manager, CCPL Middleburg Heights Branch

February 15

- Met with David Merriman, Cuyahoga County JFS and OMJ Staff
- Met with Senator Nickie Antonio, with Kathy Sullivan, Branch Manager, Parma, at CCPL Parma Branch

February 19

- Met with State Representative Jeffrey Crossman, with Stacey Boycik, Branch Manager, at CCPL Parma-Snow Branch
- Met with Sally B. Parker and Argerie Vasilakes, Co-Founders, TimeZero Enterprises, with CCPL Executive Team

February 20-22

- Vacation

February 26

- Facilitated Finance Committee Meeting
- Facilitated Board of Trustees Meeting

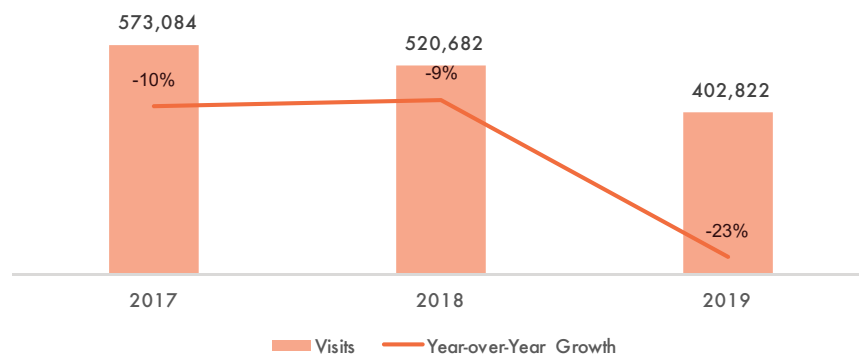
A handwritten signature in black ink, reading "Sari Feldman". The signature is written in a cursive, flowing style.

Executive Director

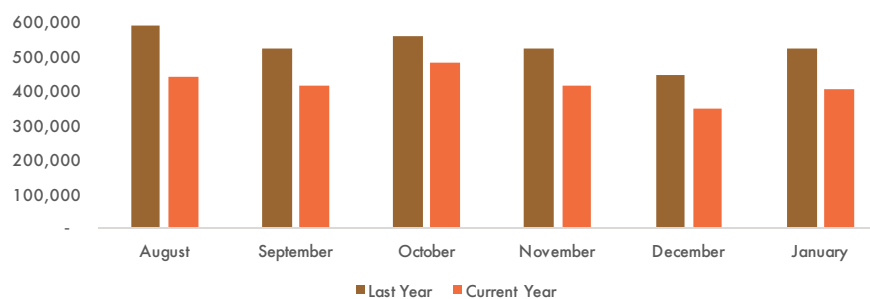
VISITS

JANUARY 2019

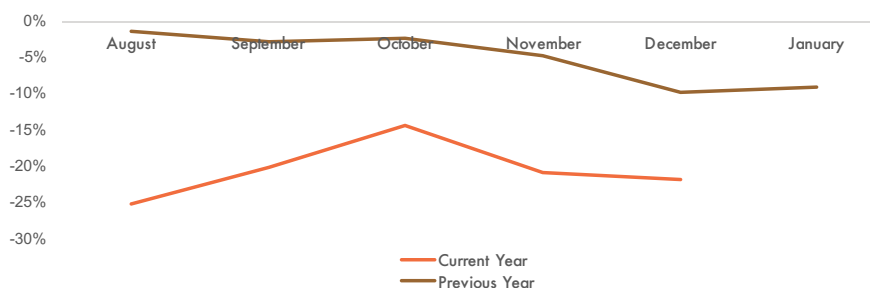
Year to Date
Customer Visits



Monthly
Customer Visits

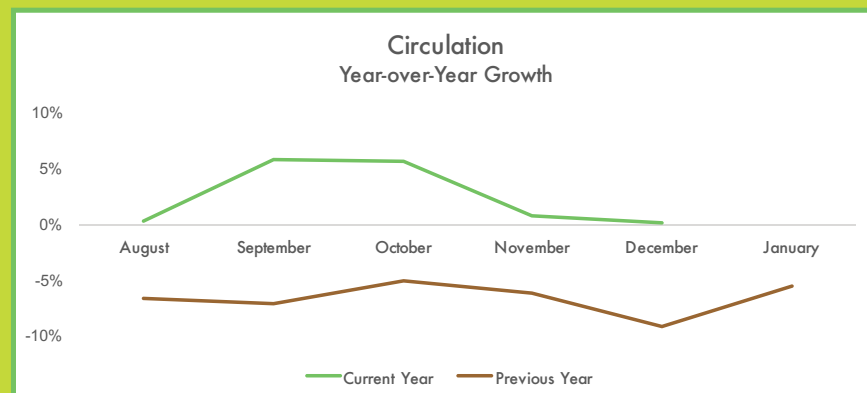
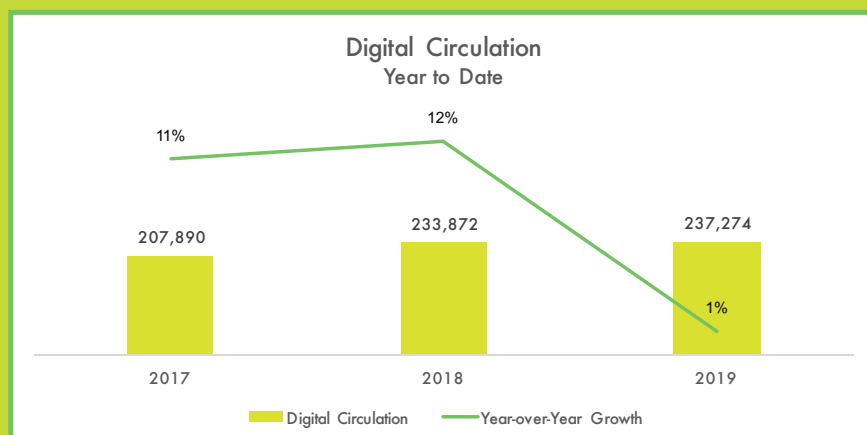
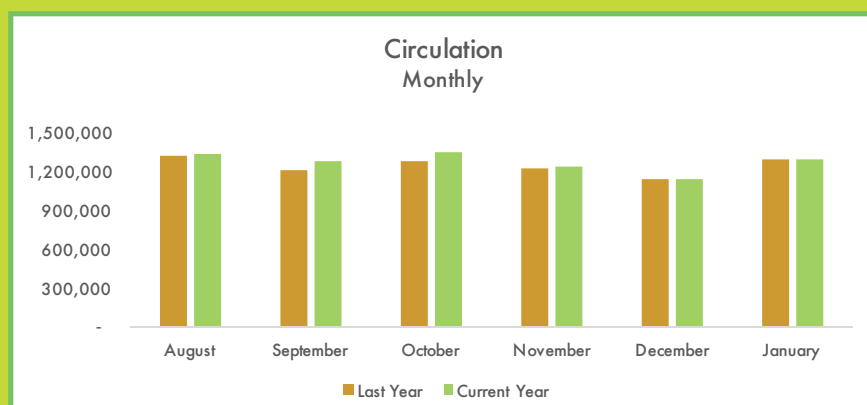
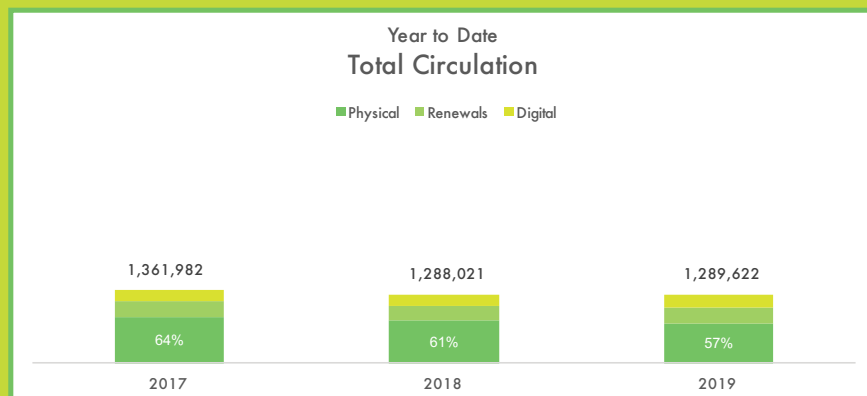


Year-over-Year Growth
Customer Visits



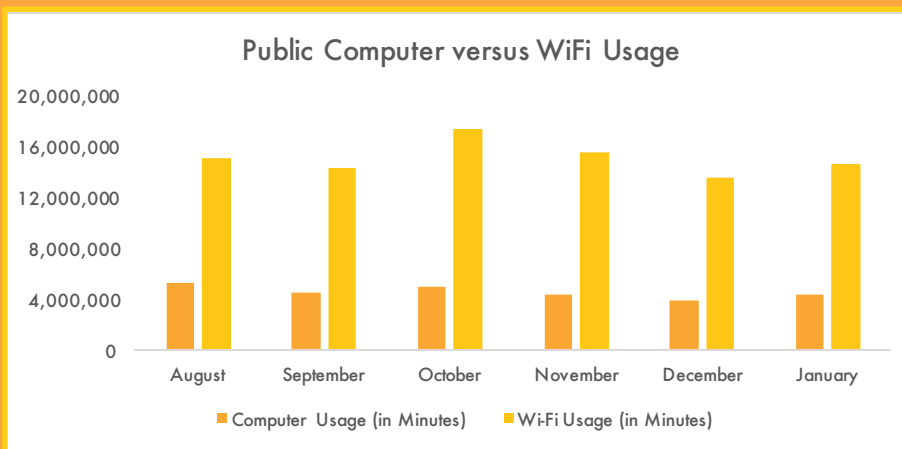
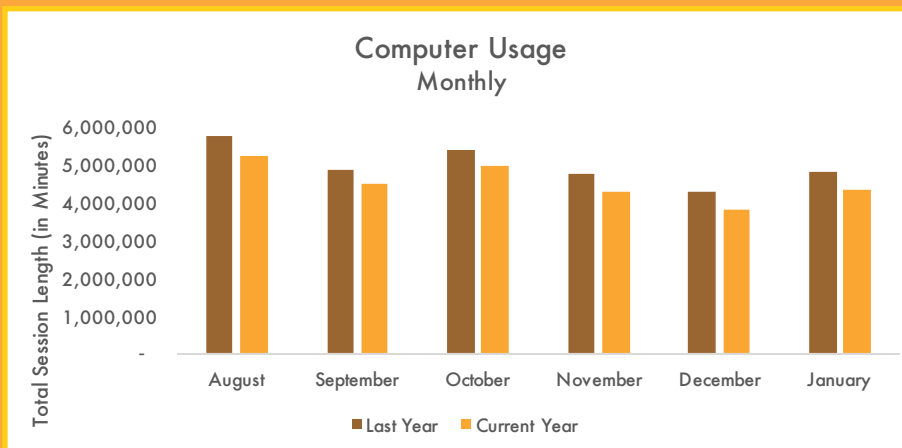
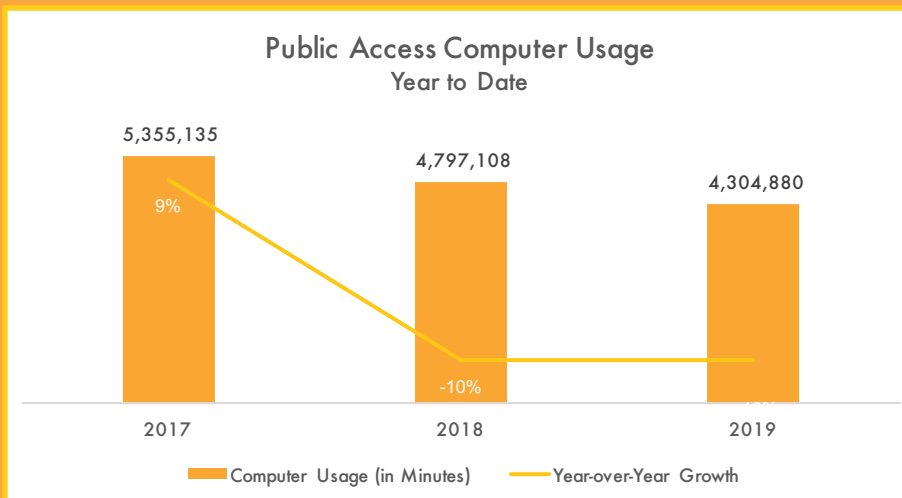
CIRCULATION

JANUARY 2019



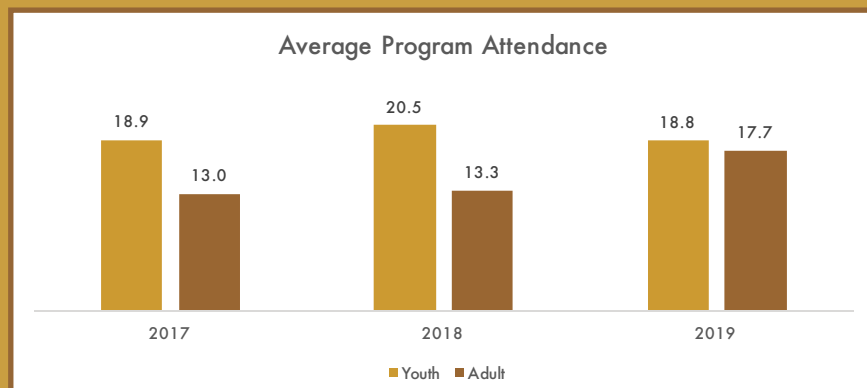
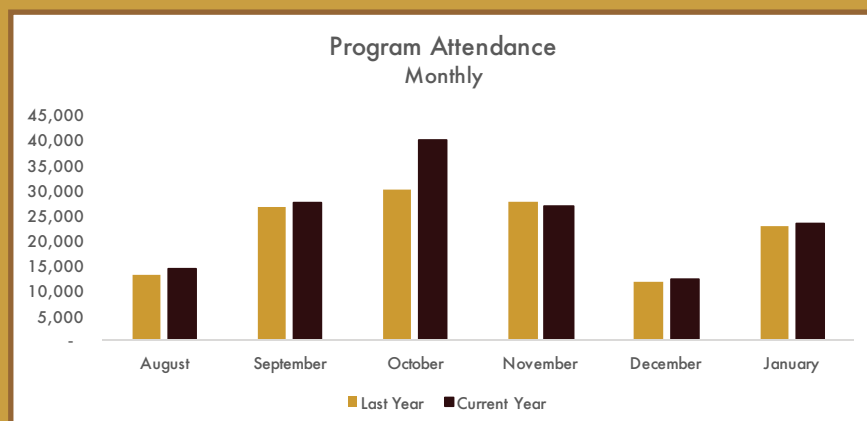
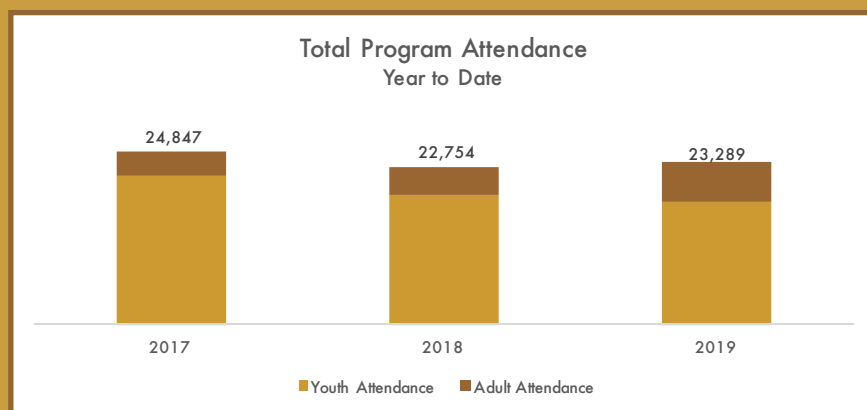
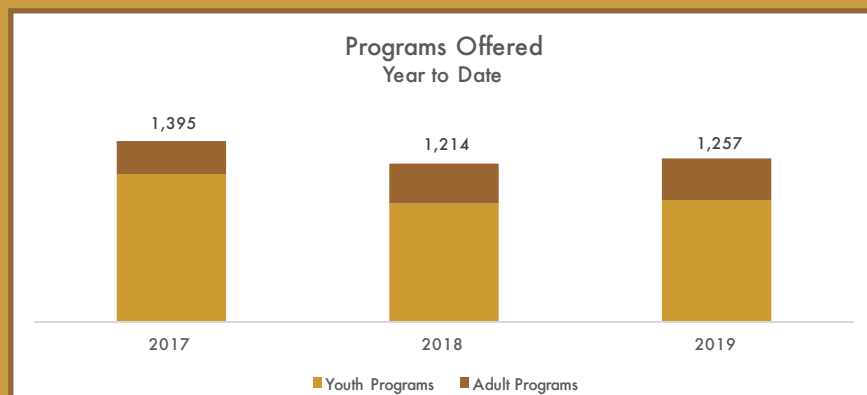
COMPUTER USE

JANUARY 2019



PROGRAMS

JANUARY 2019



HUMAN RESOURCES DIVISION REPORT LIST NO. 2018-09

February 26, 2019

APPOINTMENTS									
NAME/POSTION	GRADE	SALARY	HOURS WEEK	COST CENTER	REPLACES	SALARY	REASON	HOURS WEEK	EFFECTIVE DATE
Burandt, Jane/Tutor	OST	\$9.00	10	504113	-----	-----	-----	--	02.11.2019
Clar, Joseph/Page	OEP	\$8.55	15	MHR113	-----	-----	-----	--	02.11.2019
Echols, Terrance/Asst. Director of Adult Education Services	39	\$40.87	40	508112	Susan Sheehan	\$45.04	Resigned	40	02.18.2019
El-Amin, Janine/Homework Center Coordinator	OSH	\$22.24	15	WVH113	Eboni Crump	\$22.68	Leave	15	02.05.2019
Elliott, Daurin/Tutor	OST	\$9.00	10	504113	-----	-----	-----	--	02.11.2019
Fann, Dana/Tutor	OST	\$9.00	10	504113	-----	-----	-----	--	02.11.2019
Graham, Tianna/Page	OEP	\$8.55	15	MHR113	Marissa Cora	\$8.55	Resignation	15	01.30.2019
Hawes, Bridget/Senior Development Specialist	37	\$43.71	32	413112	-----	-----	-----	--	01.02.2019
Hughes, Ashley/Homework Mentor	OHM	\$18.14	8	ORG113	Chineye Thompson	\$18.14	Resigned	10	02.18.2019
Immerman, Irene/Page	OEP	\$8.55	15	ORG113	Laura Taylor	\$8.55	Resignation	15	02.11.2019
Jasper, Tiffinee/123 Read Site Coordinator	OSR	\$22.24	7	504113	Elaine Wheaton	\$22.68	Resigned	7	02.04.2019
Moore, Adrienne/Tutor	OST	\$9.00	10	504113	-----	-----	-----	--	02.11.2019
Opsahl, Robert/Tutor	OST	\$9.00	10	504113	-----	-----	-----	--	02.11.2019
Tripp, Joseph/Page	OEP	\$8.55	10	STH113	-----	-----	-----	--	02.12.2019
Turner, Margaret/Page	OEP	\$8.55	15	NRV113	Shay Carroll	\$8.30	Resigned	15	02.18.2019

HUMAN RESOURCES DIVISION REPORT LIST NO. 2018-09

February 26, 2019

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	CHANGES IN HOURS/SALARY/TRANSFERS												
2	CHANGES IN HOURS/SALARY/TRANSFERS	COST CENTER OLD	COST CENTER NEW	GRADE OLD	GRADE NEW	HOURS OLD	HOURS NEW	SALARY OLD	SALARY NEW	REPLACES	REASON	HRS WEEK	EFFECTIVE DATE
3	Adams-Cook, Vivian/Branch Manager	STH112	STH112	38	38	40	40	\$43.70	\$45.88	-----	Market Increase	40	01.01.2019
4	Bartlett, Wendy/Collections & Acquisitions Manager	705112	705112	38	38	40	40	\$41.47	\$44.37	-----	Market Increase	40	01.01.2019
5	Chromik, George/Finance Admin Manager	601112	601112	37	37	40	40	\$38.08	\$40.74	-----	Market Increase	40	01.01.2019
6	Cilenti, Jeanne/Branch Manager	NRY112	NRY112	38	38	40	40	\$47.97	\$47.97	-----	Market Increase	40	01.01.2019
7	Cottrill, Kevin/Server Administrator	612112	612112	36	36	40	40	\$39.82	\$39.82	-----	Market Increase	40	01.01.2019
8	Cronin, Nicholas/Branch Manager	BPK112	BPK112	38	38	40	40	\$40.44	42.57	-----	Market Increase	40	01.01.2019
9	Demarchi, Bonnie/Public Service Supervisor	MHR112	MHR11 2	35	35	40	40	\$35.72	\$36.26	-----	Market Increase	40	01.01.2019
10	Dolan, Robert/Assistant Director Finance	601112	601112	37	37	40	40	\$51.47	\$53.41	-----	Market Increase	40	01.01.2019
11	Dragga, Amy/Corp & Foundation Relation Spec	413112	413112	37	37	40	40	\$36.86	37.86	-----	Market Increase	40	01.01.2019
12	Edwards, Lane/Branch Manager	GFH112	GFH112	38	38	40	40	\$42.52	\$45.50	-----	Market Increase	40	01.01.2019
13	Keefer, Lisa/Human Resouces Specialist	800112	800112	15	15	40	40	\$24.55	25.62	-----	Market Increase	40	01.01.2019
14	Malmquist, Katherine/Branch Manager	GAT112	GAT112	38	38	40	40	\$45.55	\$47.82	-----	Market Increase	40	01.01.2019
15	McLaughlin, James/Special Projects & Maint Manager	602112	602112	37	37	40	40	\$37.22	\$39.83	-----	Market Increase	40	01.01.2019
16	Meyers, Donna/Branch Manager	STV112	STV112	38	38	40	40	\$47.56	\$47.97	-----	Market Increase	40	01.01.2019
17	Morgan, Scott/Operations Director	600112	600112	45	45	40	40	\$71.09	\$76.06	-----	Market Increase	40	01.01.2019
18	Olexa, Kathleen/Technology Support Manager	613112	613112	37	37	40	40	\$36.86	38.65	-----	Market Increase	40	01.01.2019
19	Ranallo, Rebecca/Technology & Info Literacy Manager	506112	506112	38	38	40	40	\$40.44	42.09	-----	Market Increase	40	01.01.2019
20	Rapp-Weiss, Melanie/Branch Manager	BRV112	BRV112	38	38	40	40	\$45.52	\$45.50	-----	Market Increase	40	01.01.2019
21	Rich, Hallie/Comm & External Relations Director	401112	401112	45	45	40	40	\$66.13	67.68	-----	Market Increase	40	01.01.2019
22	Rubin, William/Branch Manager	MYR112	MYR112	38	38	40	40	\$47.97	\$47.97	-----	Market Increase	40	01.01.2019
23	Salvo, Aymie/Branch Services Clerk	SLN111	CHF111	U07	U07	36	24	\$17.39	17.39	Nancy Buettner	Retired	24	02.10.2019

HUMAN RESOURCES DIVISION REPORT LIST NO. 2018-09

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	A	B	C	D	E	F	G	H	I	J	K	L	M
24	Sample, George/Human Resources Director	800112	800112	44	44	40	40	\$59.30	60.93	-----	Market Increase	40	01.01.2019
25	Schultis, Catherine/Branch Manager	SLN112	SLN112	38	38	40	40	\$40.44	42.99	-----	Market Increase	40	01.01.2019
26	Strobel, Tracy/Deputy Director	400112	400112	45	45	40	40	\$78.20	\$78.41	-----	Market Increase	40	01.01.2019
27	Stroup, Ronald/Network and Telecom Manager	611112	611112	37	37	40	40	\$41.63	\$43.71	-----	Market Increase	40	01.01.2019
28	Sullivan, Kathleen/Branch Manager	PAR112	PAR112	38	38	40	40	\$44.40	\$46.62	-----	Market Increase	40	01.01.2019

HUMAN RESOURCES DIVISION REPORT LIST NO. 2018-09

February 26, 2019

SIX MONTH PAY ADJUSTMENTS (Not Based on 2080 Hours)

NAME/POSTION	COST CENTER	GRADE OLD	GRADE NEW	HOURS	SALARY OLD	SALARY NEW	EFFECTIVE DATE
Abramczyk, Zachary/Page	BRV113	OEP	OSP	10	\$8.55	\$8.80	02.27.2019
Berhent, Heather/Page	MDH113	OEP	OSP	15	\$8.55	\$8.80	02.27.2019
Bornstein, Katherine/Page	BRV113	OEP	OSP	10	\$8.55	\$8.80	2.27.2019
Johns, Elleanor/Page	FPR113	OEP	OSP	15	\$8.55	\$8.80	2.13.2019
Krozser, Lauren/Page	SLN113	OEP	OSP	15	\$8.55	\$8.80	2.27.2019
Laessig, Bonnie/Page	FPR113	OEP	OSP	15	\$8.55	\$8.80	2.13.2019
Lam, Matthew/Page	STV113	OEP	OSP	10	\$8.55	\$8.80	2.27.2019
Martin, Kimberly/Page	SLN113	OEP	OSP	15	\$8.55	\$8.80	2.27.2019
Sands, Tracy/Page	NOL113	OEP	OSP	15	\$8.55	\$8.80	2.15.2019
Sargent, Chad/Page	NOL113	OEP	OSP	15	\$8.55	\$8.80	2.22.2019
Vlach, Karen/Page	NOL113	OEP	OSP	15	\$8.55	\$8.80	2.13.2019
Yu, Jaeyoung/Page	BRV113	OEP	OSP	10	\$8.55	\$8.80	2.27.2019
Zheng, Talia/Page	BAY113	OEP	OSP	15	\$8.55	\$8.80	2.27.2019

HUMAN RESOURCES DIVISION REPORT LIST NO. 2018-09

February 26, 2019

RESIGNATIONS					
NAME/POSTION	COST CENTER	GRADE	SALARY	HRS WEEK	EFFECTIVE DATE
Bradley, Connor/Page	PAS113	OSP	\$8.80	15	02.02.2019
Bullock, June/Branch Services Assistant I	NRY111	U10	\$25.25	28	03.01.2019
Clay, Miranda/Page	IND113	OEP	\$8.55	15	01.31.2019
Potter, Linda/Page	STV113	OEP	\$8.55	15	02.03.2019
Ray, Kevin/Branch Services Librarian Supervisor	WVH111	U13	\$27.55	40	02.04.2019
Taylor, Laura/Page	ORG113	OSP	\$8.80	15	02.02.2019
Winkler, Jennifer/Branch Services Librarian II	BEA111	U13	\$25.49	40	03.01.2019

RETIREMENTS						
NAME/POSTION	COST CENTER	GRADE	SALARY	HRS WEEK	HIRE DATE	LAST WORKING DAY
DeFino, Pamela/Branch Manager	BEA112	38	\$40.44	40	06.03.1996	02.28.2019
Todd, Deborah/Public Service Supervisor	MYR112	35	\$36.26	40	09.27.1993	02.28.2019

HUMAN RESOURCES DIVISION REPORT LIST NO. 2018-09

February 26, 2019

CONFERENCE AND MEETING ATTENDANCE				
NAME	DATE (\$)	AMOUNT	MILEAGE	MEETING
Barrett, Megan	02.12.2019 - 02.14.2019	\$1,029.82	\$ 147.42	OETC Conference/ODHE/Columbus, Ohio
Bartko, Amy	06.20.2019 - 06.22.2019	\$0.00	\$ -	ALA Annual Meeting/ALA/Washington, DC
Bracken, Enda	02.13.2019	\$172.80	\$ -	Delivering Great Customer Service/Tri C/Warrensville, Ohio
Bracken, Enda	04.04.2019	\$25.00	\$ -	Critical Conversations Conference/NEO-RLS/Twinsburg, Ohio
Breslin, Jessica	04.04.2019	\$64.74	\$ 39.74	Critical Conversations Conference/NEO-RLS/Twinsburg, Ohio
Camino, Holly	05.05.2019-05.07.2019	\$0.00	\$ -	Interview Panel for ALA/ALA/Chicago, IL
Harris, Jami	04.07.2019 - 04.09.2019	\$706.28	\$ 64.80	Correctional Education Association Conference/Correctional Educational Association/Sandusky, Ohio
Haynie, Steven	04.04.2019	\$25.00	\$ -	Critical Conversations Conference/NEO-RLS/Twinsburg, Ohio
Jumba, Jennifer	10.31.2019 - 11.03.2019	\$1,167.00	\$ -	Bouchercon 2019/Unknown/Dallas, TX
Laurie, Aimee	04.04.2019	\$37.96	\$ 12.96	Critical Conversations Conference/NEO-RLS/Twinsburg, Ohio
Liedtke, Julia	04.04.2019	\$25.00	\$ -	Critical Conversations Conference/NEO-RLS/Twinsburg, Ohio
Loftus, Anne	03.14.2019	\$15.07	\$ 15.07	Readers Advisory Network/NEO-RLS/Medina, Ohio
Pruitt, Charity	02.22.2019	\$157.20	\$ 48.60	Aspire NTO ABE ASE/Aspire PDN/Akron, Ohio
Stopper, Regina	03.09.2019	\$0.00	\$ -	African American Family History Symposium/AAGS/Westlake, Ohio
Sullivan, Kathleen	04.04.2019	\$25.00	\$ -	Critical Conversations Conference/NEO-RLS/Twinsburg, Ohio
Thorrat, Lori	03.26.2019	\$40.00	\$ -	Cataloging is not Neutral/NEO-RLS/Online
Untch, Jessica	02.12.2019	\$185.28	\$ 125.28	OETC Conference/ODHE/Columbus, Ohio
Vicchiarelli, Caroline	02.13.2019	\$172.80	\$ -	Delivering Great Customer Service/Tri C/Warrensville, Ohio
Vicchiarelli, Caroline	04.04.2019	\$25.00	\$ -	Critical Conversations Conference/NEO-RLS/Twinsburg, Ohio
		\$3,873.95		

Financial Statement Analysis

January 2019

Revenues

We received our first distribution from the County for our General Property Taxes. This is a smaller distribution which is typical for January. We should see a much larger distribution in February for our first large advance.

Our first distribution for the PLF was smaller than anticipated. As we do every month, we will monitor this account closely. Last year we started out the year with smaller distributions than expected and then as the year progressed, our distributions were as expected and also the difference to make up for some of the smaller distributions.

Patron Fines and Fees shows a large increase over last year for the same month. Once again as we saw last year Passport Fees was the largest increase. The month of January was the most revenue we have collected in one month since the implementation of the program in May of 2010. We also collected a large amount in interest for the General Fund.

All other revenue accounts are where we would expect them to be for the month.

Expenses

All expenditures for Salaries and Benefits were spent under budget with the exception of Insurance Benefits. In the month of January we fund all of our Health Saving Accounts for employees with half of their deductible for the year. With this funding, the percentage spent for the month was over. We anticipate that expense so the budget is created with this amount and the percentage will return to the expected level in the next couple of months.

Many of the other accounts have been encumbered for our standing orders so the percentage of expensed and encumbered looks higher than would be expected for the month. Again we create the budget with these standing orders as part of those numbers.

All other expense account are where we would expect them be for the month.

Investments

We purchased one piece of commercial paper in the month of January. It was from Natixis NY and had a yield of 2.82%.

Transfers

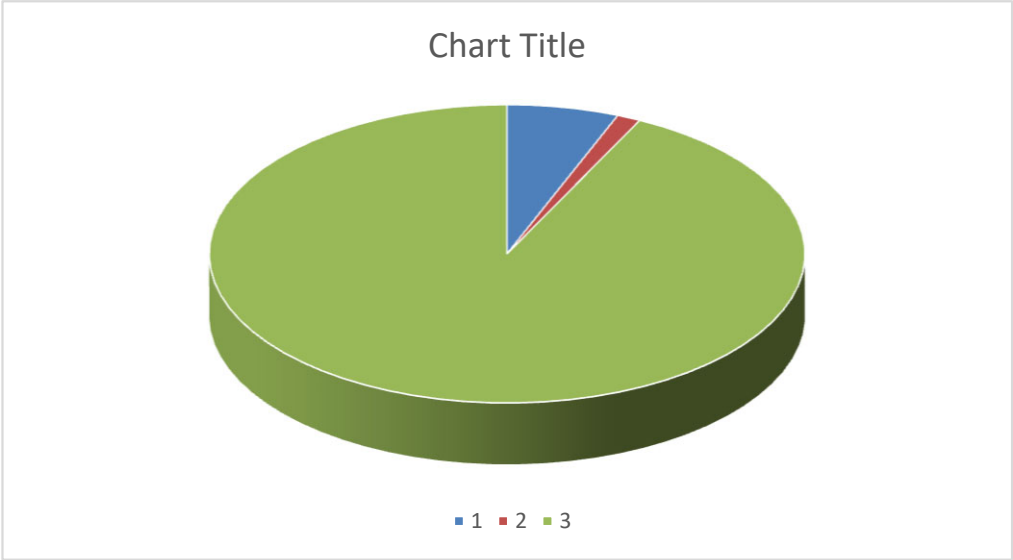
We made two transfers for the month, both from the General Fund to Kindergarten Clubs for a total of \$5,080.83.

CUYAHOGA COUNTY PUBLIC LIBRARY										General Fund
REVENUE										8.3% of Year
Fiscal 2019 -January										
Acct. No.	General Fund Line Item Description	2019 Revenue	2018 Final Revenue	2019 MTD Received	2018 MTD Received	2019 YTD Received	2018 YTD Received	2019 % Received	2019 Balance	Notes
1200	General Property Taxes	\$37,859,310.00	\$38,085,182.73	\$3,512,000.00	\$5,827,000.00	\$3,512,000.00	\$5,827,000.00	9.3%	(\$34,347,310.00)	
1250	Intergovernmental	\$25,634,817.35	\$25,409,713.62	\$1,665,415.09	\$1,645,972.86	\$1,665,415.09	\$1,645,972.86	6.5%	(\$23,969,402.26)	
	Public Library Fund	\$20,994,127.35	\$20,769,026.45	\$1,665,415.09	\$1,645,972.86	\$1,665,415.09	\$1,645,972.86	7.9%	(\$19,328,712.26)	
	Property Taxes	\$4,640,690.00	\$4,640,687.17	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	(\$4,640,690.00)	
2200	Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
2300	Local Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
3100	Patron Fines & Fees	\$1,375,000.00	\$1,356,592.28	\$147,342.66	\$132,580.72	\$147,342.66	\$132,580.72	10.7%	(\$1,227,657.34)	
	Fines and Fees Income	\$375,000.00	\$373,364.63	\$21,342.66	\$44,854.07	\$21,342.66	\$44,854.07	5.7%	(\$353,657.34)	
	Passport Fee	\$732,000.00	\$716,086.40	\$96,005.00	\$59,400.00	\$96,005.00	\$59,400.00	13.1%	(\$635,995.00)	
	Passport Photo Fee	\$250,000.00	\$249,460.00	\$29,770.00	\$26,070.00	\$29,770.00	\$26,070.00	11.9%	(\$220,230.00)	
	Meeting Room Rental Fees	\$18,000.00	\$17,681.25	\$225.00	\$2,256.25	\$225.00	\$2,256.25	1.3%	(\$17,775.00)	
4000	Interest	\$10,000.00	\$38,929.65	\$5,090.28	\$125.32	\$5,090.28	\$125.32	50.9%	(\$4,909.72)	
5500	Services Provided Other Entities	\$4,000.00	\$2,710.43	\$125.82	\$47.00	\$125.82	\$47.00	3.1%	(\$3,874.18)	
6100	Restricted Gifts	\$0.00	\$33,619.90	\$90.01	\$100.00	\$90.01	\$100.00	0.0%	\$90.01	
6500	Unrestricted Gifts	\$40,000.00	\$22,453.56	\$0.00	\$1,500.00	\$0.00	\$1,500.00	0.0%	(\$40,000.00)	
8100	Sale of Property	\$22,000.00	\$10,786.43	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	(\$22,000.00)	
8200	Sale of Resale Supplies	\$107,225.00	\$125,016.94	\$11,484.52	\$11,224.88	\$11,484.52	\$11,224.88	10.7%	(\$95,740.48)	
8300	Rental of Real Property	\$0.00	\$23,481.00	\$1,925.50	\$11,553.00	\$1,925.50	\$11,553.00	0.0%	\$1,925.50	
8700	Refunds and Reimbursements	\$445,775.00	\$395,639.95	\$22,138.01	\$954.00	\$22,138.01	\$954.00	5.0%	(\$423,636.99)	
8900	Miscellaneous	\$50,000.00	\$38,992.37	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	(\$50,000.00)	
9800	Advances In	\$0.00	\$72,108.25	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
9900	Transfers In	\$0.00	\$1,873.72	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
	Carryover	\$500,000.00	\$500,000.00	\$0.00	\$0.00	\$500,000.00	\$500,000.00	100.0%	\$0.00	
TOTAL -- General Fund		\$66,048,127.35	\$66,117,100.83	\$5,365,611.89	\$7,631,057.78	\$5,865,611.89	\$8,131,057.78	8.9%	(\$60,182,515.46)	
TOTAL -- Capital Fund - 402		\$0.00	\$3,433,289.13	\$13,358.20	\$11,581.94	\$13,358.20	\$11,581.94	0.0%	\$13,358.20	
TOTAL -- Note Retirement Fund - 301		\$4,665,506.00	\$4,665,481.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	(\$4,665,506.00)	
TOTAL -- Trust Fund (Regular) - 701		\$49,500.00	\$350,211.38	\$23,939.00	\$23,602.80	\$23,939.00	\$23,602.80	48.4%	(\$25,561.00)	
TOTAL -- Trust Fund (Special) - 702		\$18,780.00	\$712,900.71	\$2,144.90	\$2,812.89	\$2,144.90	\$2,812.89	11.4%	(\$16,635.10)	
TOTAL -- Endowment Fund - 801		\$1,400.00	\$1,543.28	\$168.41	\$95.56	\$168.41	\$95.56	12.0%	(\$1,231.59)	
TOTAL -- Agency Fund (FSA) - 901		\$100,000.00	\$100,414.94	\$8,736.66	\$8,311.06	\$8,736.66	\$8,311.06	8.7%	(\$91,263.34)	
TOTAL --Project Build - 223		\$10,000.00	\$1,149.24	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	(\$10,000.00)	
TOTAL -- Entrepreneurships Adult & Youth - 232		\$28,625.00	\$36,975.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	(\$28,625.00)	
TOTAL -- Cleve Found Encore Initiative - 236		\$0.00	\$46,659.29	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- My Com Neighborhood - 242		\$45,000.00	\$103,094.83	\$0.00	\$3,316.22	\$0.00	\$3,316.22	0.0%	(\$45,000.00)	
TOTAL -- Memory Lab Grant - 243		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL -- WVH Garden Grant - 244		\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL - Adult Education Services - 247		\$1,171,532.16	\$1,378,848.54	\$0.00	\$80,100.63	\$0.00	\$80,100.63	0.0%	(\$1,171,532.16)	
TOTAL - Project Learn - 248		\$45,560.00	\$358,293.23	\$8,673.04	\$35,098.50	\$8,673.04	\$35,098.50	19.0%	(\$36,886.96)	
TOTAL - Baby Club - 249		\$40,817.03	\$38,453.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	(\$40,817.03)	
TOTAL - One Community Reads- 252		\$0.00	\$18,000.00	\$0.00	\$13,500.00	\$0.00	\$13,500.00	0.0%	\$0.00	
TOTAL - IPAD Lab - 253		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL - Great American Reads		\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00	
TOTAL - Food & Culinary Literacy Program		\$0.00	\$65,500.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00	0.0%	\$10,000.00	
TOTAL - Hotspot Lending Program		\$50,809.00	\$41,934.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	(\$50,809.00)	
TOTAL -- Homework Centers - 270		\$189,670.00	\$300,103.84	\$10,500.00	\$10,000.00	\$10,500.00	\$10,000.00	5.5%	(\$179,170.00)	
TOTAL -- Summer Camps - 280		\$125,000.00	\$103,534.16	\$5,000.00	\$0.00	\$5,000.00	\$0.00	4.0%	(\$120,000.00)	
TOTAL -- Kindergarten & Baby Kits - 290		\$20,000.00	\$13,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	(\$20,000.00)	
TOTAL -- Special School Program. - 293		\$202,455.00	\$180,998.41	\$29,079.77	\$15,212.77	\$29,079.77	\$15,212.77	14.4%	(\$173,375.23)	
GRAND TOTAL -- All Funds		\$72,812,781.54	\$78,070,984.81	\$5,477,211.87	\$7,834,690.15	\$5,977,211.87	\$8,334,690.15	8.2%	(\$66,835,569.67)	

CUYAHOGA COUNTY PUBLIC LIBRARY BUDGET EXPENDITURE STATUS Fiscal 2019 -January												
8.3% of Year												
Acct. No.	General Fund Line Item Description	2019 Appropriation	2018 C/O Encumbrance	2018 Final Expended	2019 MTD Expended	2018 MTD Expended	2019 YTD Expended	2018 YTD Expended	2019 Enc + PY Enc	2019 Exp+Enc	2019 % Exp+Enc	2019 Balance
1000s	SALARIES & BENEFITS	57.6%										
1110	Salaries	\$28,000,000.00	\$0.00	\$28,038,950.21	\$2,143,869.68	\$2,188,535.78	\$2,143,869.68	\$2,188,535.78	\$0.00	\$2,143,869.68	7.7%	\$25,856,130.32
1400	Retirement Benefits-Employer	\$3,919,245.00	\$0.00	\$3,904,278.21	\$302,068.25	\$297,600.10	\$302,068.25	\$297,600.10	\$0.00	\$302,068.25	7.7%	\$3,617,176.75
1600	Insurance Benefits-Employer	\$6,032,741.00	\$0.00	\$5,472,877.37	\$883,442.29	\$785,010.84	\$883,442.29	\$785,010.84	\$0.00	\$883,442.29	14.6%	\$5,149,298.71
1900	Other Employee Benefits	\$60,613.00	\$0.00	\$58,178.74	\$81.00	\$731.00	\$81.00	\$731.00	\$0.00	\$81.00	0.1%	\$60,532.00
	SUBTOTAL -- SALARIES & BENEFITS	\$38,012,599.00	\$0.00	\$37,474,284.53	\$3,329,461.22	\$3,271,877.72	\$3,329,461.22	\$3,271,877.72	\$0.00	\$3,329,461.22	8.8%	\$34,683,137.78
2000s	SUPPLIES	2.1%										
2100	General Administrative Supplies	\$706,055.00	\$18,326.44	\$628,227.86	\$39,509.09	\$39,696.07	\$39,509.09	\$39,696.07	\$482,703.86	\$522,212.95	72.1%	\$202,168.49
2200	Property Maintenance & Repair Supplies	\$357,395.00	\$1,050.00	\$298,082.48	\$17,575.93	\$18,914.83	\$17,575.93	\$18,914.83	\$340,869.07	\$358,445.00	100.0%	\$0.00
2300	Motor Equipment Fuel & Supplies	\$106,665.00	\$830.04	\$92,977.86	\$4,646.51	\$5,622.61	\$4,646.51	\$5,622.61	\$94,061.53	\$98,708.04	91.8%	\$8,787.00
2500	Supplies for Resale	\$229,885.00	\$0.00	\$148,494.30	\$2,500.00	\$53,335.00	\$2,500.00	\$53,335.00	\$142,500.00	\$145,000.00	63.1%	\$84,885.00
	SUBTOTAL -- SUPPLIES	\$1,400,000.00	\$20,206.48	\$1,167,782.50	\$64,231.53	\$117,568.51	\$64,231.53	\$117,568.51	\$1,060,134.46	\$1,124,365.99	79.2%	\$295,840.49
3000s	PURCHASED & CONTRACTED SERVICES	15.1%										
3100	Travel & Meeting Expenses	\$167,810.00	\$0.00	\$178,640.91	\$6,155.53	\$5,819.65	\$6,155.53	\$5,819.65	\$0.00	\$6,155.53	3.7%	\$161,654.47
3200	Communications-Printing & Publications	\$1,111,960.00	\$750.00	\$809,582.34	\$65,654.75	\$74,856.76	\$65,654.75	\$74,856.76	\$294,194.86	\$359,849.61	32.3%	\$752,860.39
3300	Property Maintenance & Repair Service	\$2,960,052.00	\$49,224.69	\$2,685,945.06	\$190,311.94	\$350,268.11	\$190,311.94	\$350,268.11	\$2,439,818.73	\$2,630,130.67	87.4%	\$379,146.02
3400	Insurance	\$302,500.00	\$0.00	\$259,684.00	\$0.00	\$0.00	\$0.00	\$0.00	\$302,500.00	\$302,500.00	100.0%	\$0.00
3500	Rents and Leases	\$772,855.00	\$0.00	\$766,467.97	\$57,015.19	\$111,329.85	\$57,015.19	\$111,329.85	\$701,684.81	\$758,700.00	98.2%	\$14,155.00
3600	Utilities	\$1,676,380.00	\$0.00	\$1,703,600.27	\$141,825.48	\$174,436.81	\$141,825.48	\$174,436.81	\$0.00	\$141,825.48	8.5%	\$1,534,554.52
3700	Professional Services	\$1,443,273.00	\$24,382.00	\$2,260,765.84	\$58,413.92	\$129,311.44	\$58,413.92	\$129,311.44	\$829,093.71	\$887,507.63	60.5%	\$580,147.37
3900	Other Contracted Services	\$1,565,170.00	\$0.00	\$1,527,418.17	\$561,079.76	\$176,366.18	\$561,079.76	\$176,366.18	\$739,356.14	\$1,300,435.90	83.1%	\$264,734.10
	SUBTOTAL -- CONTRACTED SERVICES	\$10,000,000.00	\$74,356.69	\$10,192,104.56	\$1,080,456.57	\$1,022,388.80	\$1,080,456.57	\$1,022,388.80	\$5,306,648.25	\$6,387,104.82	63.4%	\$3,687,251.87
4000s	LIBRARY MATERIALS & INFORMATION	13.5%										
4100	Books & Pamphlets	\$5,190,953.00	\$318,318.88	\$5,760,436.64	\$517,730.81	\$493,703.37	\$517,730.81	\$493,703.37	\$569,333.78	\$1,087,064.59	19.7%	\$4,422,207.29
4200	Periodicals	\$268,020.00	\$10.00	\$187,694.61	\$10,253.58	\$517.35	\$10,253.58	\$517.35	\$10.00	\$10,263.58	3.8%	\$257,766.42
4300	Audiovisual Material	\$2,120,059.00	\$207,574.96	\$1,546,354.32	\$352,081.51	\$152,408.53	\$352,081.51	\$152,408.53	\$252,237.95	\$604,319.46	26.0%	\$1,723,314.50
4500	Computer Services & Information	\$1,260,986.00	\$0.00	\$1,249,748.68	\$131,815.66	\$102,175.80	\$131,815.66	\$102,175.80	\$14,600.00	\$146,415.66	11.6%	\$1,114,570.34
4700	Library Material Repair & Restoration	\$1,000.00	\$0.00	\$189.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$1,000.00
4900	Library Materials-Other	\$62,482.00	\$2,777.86	\$32,958.92	\$414.14	\$95.94	\$414.14	\$95.94	\$565.74	\$979.88	1.5%	\$64,279.98
	SUBTOTAL -- LIBRARY MATERIALS	\$8,903,500.00	\$528,681.70	\$8,777,382.17	\$1,012,295.70	\$748,900.99	\$1,012,295.70	\$748,900.99	\$836,747.47	\$1,849,043.17	19.6%	\$7,583,138.53
5000s	CAPITAL OUTLAY	3.6%										
5100	Purchase of Land	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
5400	Building Improvements	\$1,950.00	\$308,761.30	\$826,905.18	\$163,838.91	\$57,914.00	\$163,838.91	\$57,914.00	\$146,833.49	\$310,672.40	100.0%	\$38.90
5500	Furniture & Equipment	\$2,303,050.00	\$116,902.11	\$421,589.50	\$50,631.47	\$3,030.40	\$50,631.47	\$3,030.40	\$164,228.10	\$214,859.57	8.9%	\$2,205,092.54
5700	Motor Vehicles	\$95,000.00	\$0.00	\$190,013.50	\$24,043.50	\$59,878.00	\$24,043.50	\$59,878.00	\$59,863.00	\$83,906.50	0.0%	\$11,093.50
	SUBTOTAL -- CAPITAL OUTLAY	\$2,400,000.00	\$425,663.41	\$1,438,508.18	\$238,513.88	\$120,822.40	\$238,513.88	\$120,822.40	\$370,924.59	\$609,438.47	21.6%	\$2,216,224.94
7000s	OTHER OBJECTS	0.1%										
7100	Dues and Memberships	\$43,015.00	\$0.00	\$43,929.99	\$33,395.00	\$32,344.00	\$33,395.00	\$32,344.00	\$0.00	\$33,395.00	77.6%	\$9,620.00
7200	Taxes and Assessments	\$31,990.00	\$0.00	\$32,559.86	\$7,920.43	\$7,001.55	\$7,920.43	\$7,001.55	\$0.00	\$7,920.43	24.8%	\$24,069.57
7500	Refunds and Reimbursements	\$3,945.00	\$0.00	\$5,384.83	\$34.99	\$125.34	\$34.99	\$125.34	\$0.00	\$34.99	0.9%	\$3,910.01
7900	Other Miscellaneous Expenses	\$1,050.00	\$0.00	\$684.50	\$1,043.52	\$163.50	\$1,043.52	\$163.50	\$0.00	\$1,043.52	99.4%	\$6.48
	SUBTOTAL -- OTHER OBJECTS	\$80,000.00	\$0.00	\$82,559.18	\$42,393.94	\$39,634.39	\$42,393.94	\$39,634.39	\$0.00	\$42,393.94	53.0%	\$37,606.06
8000s	CONTINGENCY	0.2%										
8999	Contingency	\$102,028.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$102,028.35
	SUBTOTAL -- CONTINGENCY	\$102,028.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$102,028.35
9000s	TRANSFERS OUT	7.8%										
9899	Advances to Other Funds	\$0.00	\$0.00	\$25,084.06	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$0.00
9999	Transfers to Other Funds	\$5,150,000.00	\$0.00	\$5,002,352.91	\$5,080.83	\$0.00	\$5,080.83	\$0.00	\$0.00	\$5,080.83	0.1%	\$5,144,919.17
	SUBTOTAL -- TRANSFERS OUT	\$5,150,000.00	\$0.00	\$5,027,436.97	\$5,080.83	\$0.00	\$5,080.83	\$0.00	\$0.00	\$5,080.83	0.1%	\$5,144,919.17
GRAND TOTAL -- General Fund		\$66,048,127.35	\$1,048,908.28	\$64,160,058.09	\$5,772,433.67	\$5,321,192.81	\$5,772,433.67	\$5,321,192.81	\$7,574,454.77	\$13,346,888.44	19.9%	\$53,750,147.19

CUYAHOGA COUNTY PUBLIC LIBRARY BUDGET EXPENDITURE STATUS Fiscal 2019 -January 8.3% of Year												
FUND	Line Item Description	2019 Appropriation	2018 C/O Encumbrance	2018 Final Expended	2019 MTD Expended	2018 MTD Expended	2019 YTD Expended	2018 YTD Expended	2019 ENC + PY Enc	2019 Exp+Enc	2019 % Exp+Enc	2019 Balance
223	TOTAL -- Project Build	\$8,911.33	\$0.00	\$1,149.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$8,911.33
232	TOTAL -- Entrepreneurships Adult & Youth	\$68,911.95	\$0.00	\$55,558.33	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$9,044.02	\$10,044.02	14.6%	\$58,867.93
236	TOTAL -- Cleveland Foundation Encore Initiative	\$20,449.21	\$0.00	\$41,905.37	\$0.00	\$0.00	\$0.00	\$0.00	\$6,500.00	\$6,500.00	31.8%	\$13,949.21
242	TOTAL -- MyCom Neighborhood	\$37,398.84	\$0.00	\$81,872.23	\$7,219.28	\$4,380.87	\$7,219.28	\$4,380.87	\$0.00	\$7,219.28	19.3%	\$30,179.56
243	TOTAL -- Memory Lab	\$18,780.96	\$0.00	\$47,910.23	\$0.00	\$8,864.16	\$0.00	\$8,864.16	\$1,438.28	\$1,438.28	7.7%	\$17,342.68
244	TOTAL -- WVH Garden Grant	\$1,064.13	\$0.00	\$3,365.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$1,064.13
247	TOTAL -- Adult Education Services	\$1,040,837.63	\$0.00	\$1,341,764.87	\$72,491.81	\$54,531.57	\$72,491.81	\$54,531.57	\$51,610.02	\$124,101.83	11.9%	\$916,735.80
248	TOTAL -- Project Learn	\$226,844.40	\$0.00	\$278,389.96	\$17,300.82	\$27,451.52	\$17,300.82	\$27,451.52	\$5,434.22	\$22,735.04	10.0%	\$204,109.36
249	TOTAL -- Baby Club	\$81,047.86	\$0.00	\$14,921.58	\$8,790.65	\$34.51	\$8,790.65	\$34.51	\$22,095.00	\$30,885.65	38.1%	\$50,162.21
253	TOTAL -- IPAD Lab	\$1,638.36	\$0.00	\$5,486.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$1,638.36
255	TOTAL -- Great American Reads	\$650.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$650.00
256	TOTAL -- Food & Culinary Literacy Programs	\$30,000.00	\$0.00	\$22,900.00	\$257.87	\$0.00	\$257.87	\$0.00	\$300.00	\$557.87	1.9%	\$29,442.13
257	TOTAL -- Hotspot Lending Program	\$31,375.00	\$0.00	\$41,934.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$31,375.00
270	TOTAL -- Homework Centers	\$260,908.05	\$0.00	\$282,913.12	\$12,770.44	\$8,647.94	\$12,770.44	\$8,647.94	\$4,910.94	\$17,681.38	6.8%	\$243,226.67
280	TOTAL -- Summer Camps	\$125,000.00	\$0.00	\$106,034.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$125,000.00
290	TOTAL -- Kindergarten & Baby Kits	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$20,000.00
293	TOTAL -- Special School Programming	\$216,157.75	\$0.00	\$212,875.96	\$7,420.42	\$5,303.06	\$7,420.42	\$5,303.06	\$14,008.27	\$21,428.69	9.9%	\$194,729.06
299	TOTAL -- This is My Library	\$1,922.00	\$0.00	\$10,675.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$1,922.00
301	TOTAL -- Note Retirement Fund	\$4,665,506.00	\$0.00	\$4,665,481.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$4,665,506.00
402	TOTAL -- Capital Fund	\$7,000,000.00	\$137,830.74	\$6,709,357.06	\$6,966.25	\$923,667.86	\$6,966.25	\$923,667.86	\$129,830.74	\$136,796.99	1.9%	\$7,001,033.75
701	TOTAL -- Trust Fund (Regular)	\$140,000.00	\$12,256.37	\$855,404.56	\$2,538.27	\$2,576.49	\$2,538.27	\$2,576.49	\$13,800.46	\$16,338.73	10.7%	\$135,917.64
702	TOTAL -- Trust Fund (Special)	\$50,000.00	\$35,550.00	\$2,410,574.17	\$39,429.62	\$0.00	\$39,429.62	\$0.00	\$3,107.73	\$42,537.35	49.7%	\$43,012.65
801	TOTAL -- Endowment Fund	\$2,500.00	\$0.00	\$822.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	\$2,500.00
901	TOTAL -- Agency Fund (FSA)	\$100,000.00	\$0.00	\$100,000.00	\$14,786.42	\$11,916.18	\$14,786.42	\$11,916.18	\$0.00	\$14,786.42	14.8%	\$85,213.58
	GRAND TOTAL -- All Funds	\$14,149,903.47	\$185,637.11	\$17,293,296.03	\$190,971.85	\$1,047,374.16	\$190,971.85	\$1,047,374.16	\$262,079.68	\$453,051.53	3.2%	\$13,882,489.05

CUYAHOGA COUNTY PUBLIC LIBRARY							
Capital Fund Balances							
Fiscal 2019 --JANUARY							
FUND	CC	Project Budget	2018 Expenditures	Expenditures To Date (1)	Encumbered & Unpaid (2)	Project Balance (3)	STATUS
Capital Fund - 402							
Bay	004	\$7,500,000.00	\$0.00	\$219,899.50	\$0.00	\$7,280,100.50	
Maple Heights	037	\$550,000.00	\$6,350.00	\$388,801.77	\$129,830.74	\$31,367.49	
Richmond	070	\$2,000,000.00	\$0.00	\$0.00	\$0.00	\$2,000,000.00	
Total Capital Fund - 402		\$10,050,000.00	\$6,350.00	\$608,701.27	\$129,830.74	\$9,311,467.99	



CUYAHOGA COUNTY PUBLIC LIBRARY					
All Funds Cash Balance					
Fiscal 2018 --January 2019					
Fund	Beginning Cash Balance	2019 January Receipts	Receipts To Date	Expenditures To Date	Cash Balance
General Fund	\$2,900,905.26	\$5,365,611.89	\$5,365,611.89	\$5,772,433.67	\$2,494,083.48
Debt Service	\$418.70	\$0.00	\$0.00	\$0.00	\$418.70
Capital Fund - 402	\$15,125,123.85	\$13,358.20	\$13,358.20	\$6,966.25	\$15,131,515.80
Trust Fund - Regular	\$772,058.63	\$23,939.00	\$23,939.00	\$2,538.27	\$793,459.36
Trust Fund - Special	\$651,066.52	\$2,144.90	\$2,144.90	\$39,429.62	\$613,781.80
Endowment Fund	\$79,139.62	\$168.41	\$168.41	\$0.00	\$79,308.03
Agency Fund	\$49,790.20	\$8,736.66	\$8,736.66	\$14,786.42	\$43,740.44
Project Build	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Keybank FNDTH College Prep/Entrepreneurship	\$63,465.26	\$0.00	\$0.00	\$1,000.00	\$62,465.26
Cleveland Foundation Encore Initiative	\$17,199.21	\$0.00	\$0.00	\$0.00	\$17,199.21
MyCom Neighborhood	\$21,225.66	\$0.00	\$0.00	\$7,219.28	\$14,006.38
Memory Lab Grant	\$8,468.18	\$0.00	\$0.00	\$0.00	\$8,468.18
WVH Garden Grant	\$1,041.09	\$0.00	\$0.00	\$0.00	\$1,041.09
Adult Education Services (AES)	\$37,083.67	\$0.00	\$0.00	\$72,491.81	(\$35,408.14)
Project Learn	\$194,861.40	\$8,673.04	\$8,673.04	\$17,300.82	\$186,233.62
Baby Club	\$37,488.41	\$0.00	\$0.00	\$8,790.65	\$28,697.76
IPAD Lab	\$1,638.36	\$0.00	\$0.00	\$0.00	\$1,638.36
Food & Culinary Literacy Programs	\$42,600.00	\$10,000.00	\$10,000.00	\$257.87	\$52,342.13
Hotspot Lending Program	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Homework Centers	\$39,884.37	\$10,500.00	\$10,500.00	\$12,770.44	\$37,613.93
Summer Camps	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	\$10,000.00
Kindergarten and Baby Kits	\$13,500.00	\$0.00	\$0.00	\$0.00	\$13,500.00
Special School Programming	\$0.00	\$29,079.77	\$29,079.77	\$7,420.42	\$21,659.35
SUBTOTAL	\$20,061,958.39	\$5,477,211.87	\$5,477,211.87	\$5,963,405.52	\$19,575,764.74

CUYAHOGA COUNTY PUBLIC LIBRARY						
Investments Approval						
Fiscal 2019 --January						
Description	Institution of Deposit	Par Value/Qty.	Purchase Yield	Purchase Date	Maturity Date	% of Assets
Money Market Funds						
Sweep Account	Key Bank	\$5,437,548.29	1.01%	n/a	n/a	26.38%
Money Market Fund	Northwest Bank	\$100.00	0.00%	n/a	n/a	0.00%
Money Market Fund	US Bank	\$5,644.65	2.27%	n/a	n/a	0.03%
Money Market Fund	Fifth Third	\$5,832.63	2.14%	n/a	n/a	0.03%
ICS Account	TriState Capital	\$0.00	0.52%	n/a	n/a	0.00%
Star Ohio Accounts						
Star Ohio Accounts	Star Ohio	\$4,548,592.31	2.54%	n/a	n/a	22.07%
US Treasury						
US Government Agency Discount Notes						
Commercial Paper						
Natixis NY	Dbtc Americas	\$100,000.00	2.82%	January 28, 2019	September 25, 2019	0.49%
Mufg Bank LTD	Mufg Union Bank	\$350,000.00	2.47%	August 30, 2018	February 26, 2019	1.70%
JP Morgan Securities	JP Morgan Securities LLC	\$300,000.00	2.53%	September 10, 2018	March 11, 2019	1.46%
Natixis NY	Dbtc Americas	\$275,000.00	2.58%	September 28, 2018	March 27, 2019	1.33%
ING US Funding	ING Financial Markets LLC	\$210,000.00	2.73%	October 30, 2018	April 26, 2019	1.02%
Toyota Motor Credit Co	Citibank	\$370,000.00	2.74%	October 30, 2018	May 13, 2019	1.80%
Bnp Paribas	Bnp Paribas NY	\$370,000.00	2.77%	October 30, 2018	April 29, 2019	1.80%
Certificate of Deposit						
Certificate of Deposit	Discover Bank	\$247,000.00	2.30%	October 19, 2015	September 30, 2020	1.20%
Certificate of Deposit	Capital One National Bank	\$247,000.00	2.28%	October 19, 2015	October 7, 2020	1.20%
Certificate of Deposit	Capital One National Bank	\$247,000.00	2.28%	October 19, 2015	October 7, 2020	1.20%
Certificate of Deposit	Goldman Saks Bank	\$247,000.00	2.20%	October 21, 2015	October 21, 2020	1.20%
Certificate of Deposit	Amex Centurion	\$247,000.00	2.27%	October 29, 2015	October 28, 2020	1.20%
Certificate of Deposit (CDARS)	TriState Capital	\$2,110,121.61	1.59%	December 20, 2018	June 20, 2019	10.24%
Certificate of Deposit	Bank of Baroda	\$245,000.00	1.90%	March 8, 2018	March 8, 2019	1.19%
Certificate of Deposit	First Foundation Bank	\$32,000.00	1.95%	March 14, 2018	March 14, 2019	0.16%
Certificate of Deposit	Safra National Bank of New York	\$245,000.00	1.95%	March 20, 2018	March 19, 2019	1.19%
Certificate of Deposit	State Bank of India	\$245,000.00	2.00%	March 22, 2018	March 22, 2019	1.19%
Certificate of Deposit	Wells Fargo Bank National Assoc	\$250,000.00	2.10%	March 14, 2018	April 15, 2019	1.21%
Agency Securities						
Federal National Mortgage	Davidson DA & Company	\$1,100,000.00	1.50%	September 30, 2016	September 30, 2020	5.34%
Federal National Mortgage	Davidson DA & Company	\$550,000.00	1.42%	July 27, 2016	July 27, 2020	2.67%
Federal National Mortgage	Citigroup Global Markets, Inc.	\$555,000.00	0.88%	August 9, 2016	August 5, 2019	2.69%
Federal National Mortgage	Davidson DA & Company	\$1,040,000.00	1.40%	August 30, 2016	August 28, 2020	5.05%
Federal National Mortgage	Fcstone Financial Inc.	\$1,030,000.00	1.60%	August 30, 2016	August 24, 2021	5.00%
TOTAL PORTFOLIO						
		\$20,609,839.49			100.00%	

CUYAHOGA COUNTY PUBLIC LIBRARY**Purchase Approval List****February 26, 2019**

Item	Quantity	Description	Supplier	Unit Cost	Total Amount
		RENEWAL PURCHASES			
1	675	Office 365 License renewals for staff		\$23.88	
	400	Intune License renewals for staff		\$16.42	
		SUMMARY: Necessary to renew software for staff computers system wide.			
		As requested by the Information Technologies Division.	CDW-G		\$22,687.00
		GRANT PURCHASES			
2		Kindergarten Club Coordinator- PNC Grant		\$11,750.00	
		Kindergarten Club Coordinator- Starting Point Grant		\$34,263.00	
			2 GEN-U-WIN		
		SUMMARY: Necessary to coordinate Kindergarten Club for 2019.	Educational		
		As requested by the Learning and Literacy Division.	Consulting, LLC		\$46,013.00

Cuyahoga County Public Library
Gift Report / January 1-31, 2019

Gift Amount	Donor	Recipient	Purpose
\$5,000.00	American Library Association	CCPL	ALSC Grant for a STEM Cart at the Warrensville Heights Branch
\$22,500.00	The Cleveland Foundation	CCPL	Payment 2 of 2 for Library HotSpot Lending
\$1,053.27	Friends of the Bay Village Branch	Bay Village Branch Trust Fund	January programming and supplies
\$543.19	Friends of the Beachwood Branch	Beachwood Branch Trust Fund	January programming and supplies
\$745.49	Friends of the Berea Branch	Berea Branch Trust Fund	January programming and supplies
\$138.96	Friends of the Brecksville Branch	Brecksville Branch Trust Fund	January programming and supplies
\$205.00	Friends of the Brook Park Branch	Brook Park Branch Trust Fund	January programming and supplies
\$335.01	Friends of the Brooklyn Branch	Brooklyn Branch Trust Fund	January programming and supplies
\$426.06	Friends of the Chagrin Falls Branch	Chagrin Falls Branch Trust Fund	January programming and supplies
\$410.00	Friends of the Fairview Park Branch	Fairview Park Branch Trust Fund	January programming and supplies
\$26.86	Friends of the Gates Mills Branch	Gates Mills Branch Trust Fund	January programming and supplies
\$15.89	Friends of the Independence Branch	Independence Branch Trust Fund	January programming and supplies
\$50.00	Friends of the Maple Heights Branch	Maple Heights Branch Trust Fund	January programming and supplies
\$464.86	Friends of the Middleburg Heights Branch	Middleburg Heights Branch Trust Fund	January programming and supplies
\$194.40	Friends of the North Olmsted Branch	North Olmsted Branch Trust Fund	January programming and supplies
\$347.68	Friends of the North Royalton Branch	North Royalton Branch Trust Fund	January programming and supplies
\$20.95	Friends of the Olmsted Falls Branch	Olmsted Falls Branch Trust Fund	January programming and supplies
\$636.35	Friends of the Orange Branch	Orange Branch Trust Fund	January programming and supplies
\$10,000.00	Friends of the Parma Libraries	Parma Branch Trust Fund	2019 Branch support
\$26.66	Friends of the Parma Heights Branch	Parma Heights Branch Trust Fund	January programming and supplies
\$10,000.00	Friends of the Parma Libraries	Parma-Snow Branch Trust Fund	2019 Branch support
\$589.79	Friends of the Solon Branch	Solon Branch Trust Fund	January programming and supplies
\$547.05	Friends of the Strongsville Branch	Strongsville Branch Trust Fund	January programming and supplies
\$126.68	Friends of the Southeast Branch	Southeast Branch Trust Fund	January programming and supplies
\$106.80	MAJABKPTL Family Book Club	Maple Heights Branch Trust Fund	Ten books were donated to the Maple Heights Young Men's Book Club
\$12,000.00	Iris November	CCPL	Homework Centers
\$5,000.00	Rockwell Automation	CCPL	2019 Summer Camps
\$1,000.00	Michael E. Winfield	Parma Heights Branch Trust Fund	in memory of Mr. Winfield's mother, Jeannet Winfield, who was an avid Parma Heights Branch customer

PERMANENT ANNUAL APPROPRIATION RESOLUTION

The Board of Library Trustees of the Cuyahoga County Public Library District, Cuyahoga County, Ohio, met in

Regular session on the 26th day of February 2019, at the office of The Board with the following members present:

_____ moved the adoption of the following Resolution:

BE IT RESOLVED by the Board of Library Trustees of the Cuyahoga County Public Library District, Cuyahoga County, Ohio, that to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year, ending December 31st, 2019, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz:

That there be appropriated from the

General Fund	\$67,458,708.39
Special Revenue Fund Total	\$2,493,524.16

Project Build	\$10,000.00
Entrepreneurships Adult & Youth	\$65,090.26
Cleveland Foundation Encore Initiative	\$17,199.21
MyCom Neighborhood	\$21,525.50
Memory Lab	\$8,468.18
WVH Garden	\$1,041.09
Adult Education Services	\$1,079,746.99
Project Learn	\$554,054.42
Baby Clubs	\$81,250.53
iPad Labs	\$1,638.36
Food & Culinary Literacy Program	\$42,600.00
Hotspot Lending Program	\$50,809.00
Homework Centers	\$174,554.37
Summer Camps	\$125,000.00
Kindergarten & Baby Kits	\$33,500.00
Special School Programming	\$227,046.25

Note Retirement Fund	\$4,665,506.00
Capital Fund-402	\$7,000,000.00
Regular Trust Fund	\$140,000.00
Special Trust Fund	\$70,000.00
Endowment Trust Fund	\$75,000.00
Agency Fund	\$110,000.00
GRAND TOTAL - ALL APPROPRIATIONS	<hr/> \$82,012,738.55

CONTINUANCE

_____seconded the Resolution and the roll called upon its adoption, the vote

resulted as follows:

_____	Aye
_____	Aye
_____	Aye
_____	Aye
_____	Aye
_____	Aye
_____	Aye

The State of Ohio, Cuyahoga County, ss.

I, Scott A. Morgan Clerk of the Board of Library Trustees, Cuyahoga

County Public Library District, in said County, and whose custody the Files, Journals and Records of said Board

are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing Annual

Appropriation Resolution is taken and copied from the original Resolution now on file with said Board,

that the foregoing Resolution has been compared by me with the said original and that the same is a true

and corrected copy thereof.

Witness my signature, this 26th day of February, 2019.

Scott A. Morgan

Fiscal Officer of the Board of Library Trustees of the

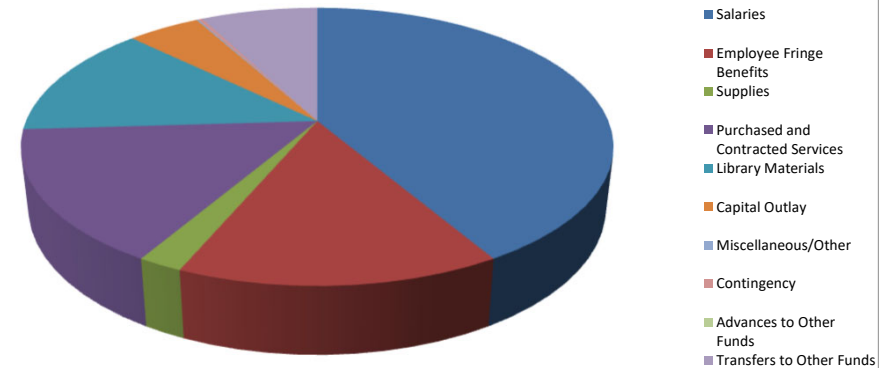
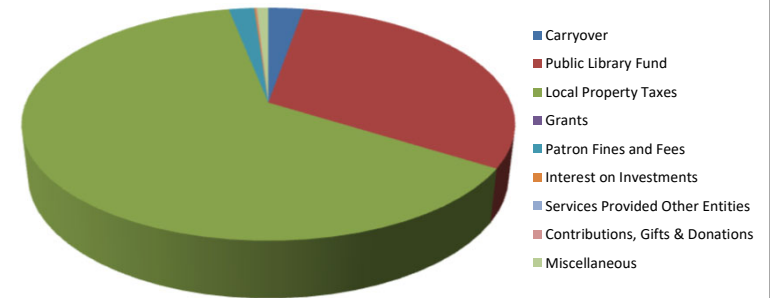
Cuyahoga County Public Library District

Cuyahoga County, Ohio

CUYAHOGA COUNTY PUBLIC LIBRARY
BUDGET PREPARATION
Fiscal 2019

Summary Report
General Fund

Description	2019 Proposed Budget	2018 Actuals	2017 Actuals	2016 Actuals
REVENUE				
Carryover	\$1,851,996.98	\$500,000.00	\$500,000.00	\$656,620.41
Public Library Fund	\$20,994,127.35	\$20,769,026.45	\$19,967,032.58	\$19,886,828.34
Local Property Taxes	\$42,500,000.00	\$42,725,869.90	\$42,263,596.48	\$41,855,282.31
Grants	\$0.00	\$0.00	\$0.00	\$49,681.01
Patron Fines and Fees	\$1,350,000.00	\$1,356,592.28	\$1,290,784.08	\$1,336,620.10
Interest on Investments	\$80,000.00	\$38,929.65	\$2,647.49	\$2,967.69
Services Provided Other Entities	\$2,500.00	\$2,710.43	\$4,297.20	\$2,640.06
Contributions, Gifts & Donations	\$55,000.00	\$56,073.46	\$58,249.85	\$5,130.49
Miscellaneous	\$600,000.00	\$593,916.69	\$630,792.54	\$530,555.46
Advances from Other Funds	\$25,084.06	\$72,108.25	\$0.00	\$52,000.00
Transfers from Other Funds	\$0.00	\$1,873.72	\$1,324.79	\$27,311.29
TOTAL	\$67,458,708.39	\$66,117,100.83	\$64,718,725.01	\$64,405,637.16
EXPENDITURES				
Salaries	\$28,000,000.00	\$28,038,950.21	\$27,978,648.16	\$28,232,152.48
Employee Fringe Benefits	\$10,050,000.00	\$9,435,334.32	\$9,342,795.98	\$9,376,640.81
Supplies	\$1,400,000.00	\$1,167,782.50	\$1,358,240.51	\$1,119,609.89
Purchased and Contracted Services	\$10,500,000.00	\$10,192,104.56	\$8,881,237.18	\$9,789,684.06
Library Materials	\$8,903,500.00	\$8,777,382.17	\$8,620,341.94	\$8,684,142.92
Capital Outlay	\$3,200,000.00	\$1,438,508.18	\$1,865,507.38	\$4,077,403.99
Miscellaneous/Other	\$85,000.00	\$82,559.18	\$80,460.56	\$75,801.44
Contingency	\$170,208.39	\$0.00	\$0.00	\$0.00
Advances to Other Funds	\$0.00	\$25,084.06	\$66,445.74	\$5,662.51
Transfers to Other Funds	\$5,150,000.00	\$5,002,352.91	\$5,944,561.25	\$5,682,559.46
TOTAL	\$67,458,708.39	\$64,160,058.09	\$64,138,238.70	\$67,043,657.56



CUYAHOGA COUNTY PUBLIC LIBRARY

Resolution 2019-_____

RESOLUTION AUTHORIZING THE LIBRARY TO ADVERTISE FOR BIDS FOR THE RESTROOM RENOVATION PROJECT FOR CHAGRIN FALLS, BEACHWOOD, SOUTHEAST AND SOLON BRANCHES

WHEREAS, the Cuyahoga County Public Library System is a political subdivision of the State of Ohio organized under the Ohio Revised Code and this Board is acting under relevant provisions of the Revised Code including 3375.40; and

WHEREAS, Cuyahoga County Public Library entered into an agreement with Matt Ross Architects for design services and PTA Engineering for mechanical engineering services to update and modernize the restrooms by improving lighting, changing out fixtures and partitions, making stalls ADA compliant where possible and replace water fountains outside the restrooms with bottle filling units; and

WHEREAS, it has been recommended by Matt Ross and PTA Engineering that Cuyahoga County Public Library advertise to request bids to obtain the lowest and most responsible bid to perform the Restroom Renovation Project for Chagrin Falls, Beachwood, Southeast and Solon Branches.

NOW THEREFORE BE IT RESOLVED, the Board of Trustees of Cuyahoga County Public Library does hereby authorize the Operations Division to advertise for bids for the Restroom Renovation Project.

Approved February 26, 2019

Patricia A. Shlonsky, President

Secretary

**CUYAHOGA COUNTY PUBLIC LIBRARY
RESOLUTION
Sponsor a “Food 4 Fines” Drive, March 1 – 31, 2019**

WHEREAS, Harvest for Hunger is an annual campaign that takes place each spring and provides food to hunger centers in 21 Northeast Ohio counties; and,

WHEREAS, in 2018 Northeast Ohioans contributed 57 million meals; and,

WHEREAS, in 2018 Cuyahoga County Public Library donated 14,965 pounds of food donations delivered to the Greater Cleveland Food Bank; and,

WHEREAS, the need for food is increasing for families with children, the elderly and those people in poor health; and,

WHEREAS, Cuyahoga County Public Library benefits from the generous support of taxpayers.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of Cuyahoga County Public Library hereby supports sponsoring a “Food 4 Fines” food drive at its 27 branch locations during the month of March 1 – March 31, 2019, wherein \$1.00 (one dollar) in fines and fees will be waived from a customer’s library record for every “Super Six” food items* donated for a maximum of four items per day, or \$4 in waived fines and fees; or customers may make cash donations to the Greater Cleveland Food Bank at all 27 branches.

*peanut butter, cereal, canned soup, canned vegetables, beef stew and tuna fish

Approved 26 February 2019

X_____

Patricia A. Shlonsky
President

X_____

Secretary